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2011

TOWN OF LITCHFIELD NEW HAMPSHIRE



ANNUAL REPORTS

for

2011



Incorporated: 1734

Origin: This town is situated on the east bank of the Merrimack River and maintains its agricultural heritage to this day. It was known as Naticook until 1729 when the land was granted to William Brenton, Governor of Rhode Island and son-in-law to that state's Governor Cranston, and renamed Brenton's Farm. In 1734 the town was separated from Dunstable, which had been granted by the Massachusetts government, and named Litchfield in honor of George Henry Lee, Earl of Litchfield. The town was incorporated under the New Hampshire government as Litchfield in 1749. Litchfield was the opposite landing-site of Thornton's Ferry, originating across the Merrimack River in the town of Merrimack.

Population, Year of the First Census Taken: 357 residents in 1790

Population Trends: Litchfield had the second largest percent change in population, growing over 17 times larger. Population change for Litchfield totaled 6,996 over 50 years, from 427 in 1950 to 7,423 in 2000. The largest decennial percent change was 192 percent between 1970 and 1980. The 2010 Census estimate for Litchfield was 8,271 residents.

Population Density and Land Area, 2009 (NH Office of Energy and Planning): 572.3 persons per square mile of land area. Litchfield contains 14.9 square miles of land area and 0.4 square miles of inland water area.

TOWN OF LITCHFIELD

NEW HAMPSHIRE



Annual Reports

Year ending December 31, 2011

also

Annual Report of the School District

Year ending June 30, 2011



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DEDICATION

The Board of Selectmen dedicates this year's Town Report to the countless volunteers who are vital to the Town's success. Most key board and commissions in Town are comprised of elected or appointed residents who commit their time and skill to serve our community. These individuals spend many hours, often evenings away from home and family, to plan events, oversee budgets, guide department operations, review development, run activities, protect land, health and safety, preserve the past and plan for the future. Without these volunteers, the Town would not be able to offer its core services to our residents and to fulfill a variety of obligations under state law.

Volunteers are key to help bring ideas into reality. In 2011, we saw the completion of projects planned, studied and started over the past several years and the kick-off of new projects that will benefit the Town for many years into the future. Without this involvement, such projects would take much longer to complete, or may have never happened at all.

We also recognize that volunteerism and service to the community can happen in smaller ways throughout the year. Litchfield is blessed to have many people who offer time to clean up a roadside, cut some extra grass, plant a tree, make pie, reach out to a neighbor, watch a child, offer a ride, or take a bin of recyclables to the solid waste facility. All of these individual acts add up to a more welcoming, connected and compassionate community.

The Board of Selectmen thanks all of our volunteers for their service and looks forward to continuing to work with old friends and new acquaintances over the coming year to continue to make Litchfield the place we cherish.





TOWN OFFICIALS

BOARD OF SELECTMEN

Steve Perry, Chairman-2012

John R. Brunelle – 2013
George Lambert – 2013

Brent Lemire – 2014
Frank A. Byron – 2014

TOWN ADMINISTRATOR

Jason Hoch

FINANCE/HR MANAGER

Linda Langille

DIRECTOR OF LIBRARY SERVICES
Vicki L. Varick

POLICE CHIEF
Joseph O'Brien

CODE ENFORCEMENT
Kevin Lynch

TRANSFER STATION
Dave Mellen

TOWN CLERK/TAXCOLLECTOR
Theresa L. Briand – 2014

DEPUTY TOWN CLERK/TAX COLLECTOR
Patricia A. Textor – 2014

MODERATOR
John Regan – 2012

ASSISTANT MODERATOR
Philip M. Reed – 2012

ROAD AGENT
Jack Pinciario – 2014

FIRE CHIEF
Thomas Schofield – 2013

TREASURER
Sharon Harding Reed – 2014

DEPUTY TREASURER
Debra Hogencamp – 2014

CHECKLIST SUPERVISORS
Shirley Reed – 2012
Christine Lepine – 2014
Robert Redding – 2016

CABLE ADVISORY COMMITTEE
John Beaulieu – 2011
Ken Stiouphile – 2011
Russell Blanchette – 2013
Timothy Kearns – 2013
Richard Pentheny – 2014
Brian Maillet - 2014
Cynthia Couture – 2014

HEALTH OFFICER
Kevin Lynch - 8/13/2012

ZONING BOARD OF ADJUSTMENT
Gregory Lepine – 2012
Laura Gandia – 2012
Richard Riley Jr. – 2013
Albert Guilbeault – 2013
John R. Devereaux – 2013
John Regan – 2014
Eric Cushing – 2014

PLANNING BOARD
Barry Bean – 2012
Robert Curtis – 2012
Thomas R. Young – 2012
Leon Barry – 2013
Joel A. Kapelson – 2013
Russell Blanchette – 2014
Michael Croteau – 2014
Frank Byron

TRUSTEES OF TRUST FUND
Maureen Lascelles – 2012
Michael Falzone – 2013
John Poulos Jr. – 2014

CEMETERY TRUSTEES
Steven P. Calawa – 2012
Warren W. Adams – 2013
Rhonda Lambert – 2014

MOSQUITO DISTRICT COMMISSION
John Poulos Jr. – 2012
John Latsha – 2013
Alfred Raccio – 2014

BUDGET COMMITTEE
Michael Falzone – 2012
Timothy Finnegan – 2012
William Spencer – 2012
John Harte – 2013
Elizabeth Miller - RESIGNED
Chris Pascucci – 2014
Raymond Peeples – 2014
John York
Brent Lemire
Sandra Maxwell

RECREATION COMMISSION
Keith Buxton – 2012
Colleen Gamache – 2012
Elizabeth Darling – 2013
Jason Allen – 2013
Andrew Collins – 2013
Sandra Vance – 2014
John Bryant – 2014
Steve Perry

LIBRARY TRUSTEES
Gail Musco – 2012
Lynne Clifford – 2013
Kristin Robert – 2013
Peggy Drew – 2014
Mary Franck – 2014

CONSERVATION COMMISSION
Roger St. Laurent Jr. – 2012
Sharon Jones – 2012
Richard Husband – 2012
Marion Godzik – 2012
Thomas W. Levesque Sr.-2014
Joan McKibben – 2014
Michael Croteau – 2014



TOWN OFFICIAL AND EMPLOYEE EARNINGS

SELECTMEN'S OFFICE

Perry, Steve	1,741.72
Jewett, M. Patricia	334.90
Lambert, George A.	1,741.72
Byron, Frank A.	1,741.72
Brunelle, John	1,741.72
Lemire, Brent	1,406.82
Hoch, Jason	77,059.20
Langille, Linda	63,787.44
Brodeur, Theresa	45,089.86
White, Karen	32,104.19
Total	226,749.29

TOWN CLERK/TAX COLLECTOR'S

Briand, Theresa L.	58,980.48
Textor, Patricia A.	40,621.12
Croteau, Claire L.	28,660.20
Total	128,261.80

TOWN TREASURER

Harding Reed, Sharon	6,441.16
Hogencamp, Debra	1,000.00
Total	7,441.16

TRUSTEES OF TRUST FUNDS

Lascelles, Maureen	87.96
Falzone, Michael	87.96
Poulos Jr., John	65.97
Total	241.89

VOTER REGISTRATION & ELECTIONS

Lepine, Christine E.	328.24
Redding, Robert M.	328.24
Reed, Shirley-Ann	328.24
Regan, John G.	195.00
Reed, Philip M.	156.00
Briand, Leo	28.65
Cady, David	21.49
Cady, Elaine	21.49
Jones, Sharon	133.70
Mieckowski, Bertha A.	176.68
Pinciario, Nancy L.	19.10
Regan, Patricia	140.86
Total	1,877.69

TOWN AND TALENT HALL, LIBRARY

CUSTODIANS AND GROUNDSKEEPERS

Arria, Ben	4,096.28
Arria, Roy	1,369.59
Londono Arango, Herney	725.00
Total	6,190.87

PLANNING BOARD

McKibben, Joan A.	21,430.00
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POLICE DEPARTMENT

Does not include Special Detail

Includes uniform allowance

O'Brion Jr., Joseph E.	80,396.86
Millette, Gerard A.	54,641.55
Brown, Anthony P.	61,783.63
Costa, Jeffrey S.	76,835.67
Donnelly, David A.	82,183.28
Gott, Gary L.	74,312.06
Hartley III, Russell	72,661.63
O'Donaghue, Timothy	68,736.90
Sargent, Ben	49,234.10
Savage, Heath H.	75,917.37
Bennett, Robert D.	23,207.56
Corl, Michael T.	35,186.04
Harris, Steve P.	5,453.98
Houle, Michael R.	33,705.74
Lamy, Raymond	11,389.06
LaPorte, Jeffrey	800.08
Tessier Jr., Dennis	58,324.09
Bessette, Carol A.	41,026.88
Diviny, Paul J.	45,531.83
Baril, Andrea	30,228.71
Total	981,557.02

FIRE DEPARTMENT

Does not include Special Detail

Schofield, Thomas B.	26,556.86
Nicoll, Douglas M.	68,294.57
Rea Jr., James E.	50,425.56
Adams, Warren W.	48.96
Allard, Paul	3,550.50
Bourque, Kevin C.	8,219.49



TOWN OFFICIAL AND EMPLOYEE EARNINGS

(continued)

FIRE DEPARTMENT (continued)

Croteau, Michael G.	2,992.95
Desmond Jr., Robert	6,616.24
Dube, Steven W	1,362.13
Earle, Derek	12,308.12
Farnham, Edward D.	2,072.64
Garand, Pierre J.	955.92
Gaumont, Glenn G.	1,147.08
Glancy, Edward C.	4,949.85
Goulet, Michael R.	2,414.25
Hallowell III, Bruce	261.12
Hubbard, Jason	1,844.16
Jack III, Row W.	3,648.72
Kearns, Timothy F.	359.04
Lemay, Mark T.	769.56
McLavey, Andrew	3,436.56
Morin, Corey L.	195.84
Newell, Jeffrey A.	4,871.52
Nicoll, Jason*	7,920.92

**Includes Town Hall Custodian*

Pinard, Normand J.	554.88
Raccio, Daniel	6,811.35
Rafuse, Thomas W.	359.04
Ricard, Jason	2,535.45
Richardson, Timothy	7,133.76
Rumrill, Larry O.	1,583.04
Schofield, Brian	6,898.89
Schofield, Christopher	7,527.15
Smith, Kelly P.	1,958.40
Travis Jr., John F.	1,764.07
Welch II, Robert W.	279.84
Wright, Nicholas	4,732.89
Total	257,361.32

BUILDING/HEALTH DEPT.

Lynch, Kevin A	68,720.12
Gilcreast Jr., John	101.50
Total	68,821.62

HIGHWAY DEPARTMENT

Pinciario, John	58,148.15
Brazio, Zen	8,259.28
Blundon, Leslie W.	34,414.22
Total	100,821.65

SOLID WASTE DISPOSAL

Mellen, David L.	52,987.50
Worster, David E.	24,185.78
Marks, Alexander	9,762.35
Aliu, Driton	1,618.75
Briggs, James D.	9,564.20
dePontbriand, Jonathan	3,198.14
Maldonado, Jonathan	214.38
Natsios, Christopher	568.75
Shafer, Mark	666.90
Total	102,766.75

ANIMAL CONTROL OFFICER

Pilon, Gerald F.	13,140.60
<i>(includes mileage allowance)</i>	

LIBRARY

Varick, Vicki L.	49,404.19
Allen, Ada	2,991.95
Crete, Leslie	912.48
Moody, Callista	15,575.72
Pace, Carrie-Anne	31,244.15
Paquette, Helena	3,873.35
Robinson, Alexandra	26,698.04
Santos, Jacqueline	3,187.43
Total	133,887.31

TOTAL WAGES

\$2,050,548.97





SELECTMEN'S ANNUAL REPORT

The Board of Selectmen of 2011 has many positive achievements to report. 2011 marks our first full year of working with our Town Administrator, Jason Hoch. Throughout the year, he has continued to provide the Board with great guidance and the ability to answer tough questions that would normally have gone to Town Counsel for a recommendation. That said, he has saved the Selectmen significant time as well as the town the financial burden of getting answers to sometimes difficult questions. Jason has proven the value of having an Administrator and we look forward to continue working with him throughout the future.

The BOS would like to also recognize the great work and effort we receive from all of our employees at the Town Hall. The continued discipline and desire to excel have been proven throughout 2011 by continuing to reduce costs and streamlining processes **to make things run much more smoothly**. We would also like to recognize and thank Karen White on accepting a new position of Office Assistant. Her continued excellence in this role is much appreciated. The BOS would also like to recognize Linda Langille for accepting a new position as the Finance/Human Resources Manager for the town. Linda has been a real asset to the Town throughout her tenure and continues to move the town forward financially as well as providing a real positive attitude at the Town Hall.

In 2011, the BOS, in conjunction with the Road Agent John Pinciario, have continued the effort of fixing the culverts and roadway improvements in the south end of town. We have continued the commitment by replacing and upgrading the culvert on Cranberry Lane to help alleviate the flooding in that area and look to continue that effort by approving the final stage of the project which will be the replacement of the culvert on Page Road as well as the regrading of the roadway from that culvert area to the intersection of Albuquerque Avenue. All of this work has been achieved using Highway Block Grant Funding that the town receives from the state on a yearly basis.

In conjunction with the Town Meeting warrant of 2011 for the town to move in the direction of an appointed Fire Chief, the Selectmen have spent time throughout the year preparing a job description as well as guidelines to have in place upon the hiring of a Fire Chief. The Selectmen have taken this task very seriously and with the help of our own Brent Lemire we have been able to achieve this much more easily than if we did not have his great wisdom and experience to help lead us to a resolution to this very important task.

The BOS would finally like to recognize all the great volunteers throughout our fantastic town, without the dedication of these great individuals in our town many things would never see the light of day. For that and many other reasons, the Selectmen have chosen to dedicate this year's town report to all the volunteers that keep this town moving forward and truly a fantastic place to live.

Respectfully Submitted

Steve Perry Chairman
John Brunelle Vice Chairman
Frank Byron
Brent Lemire
George Lambert



Volunteers digging post holes for fencing at the new fields.



TOWN ADMINISTRATOR

This year marked my first full year of service to the Town of Litchfield. I appreciate the work of our department heads, staff, elected and appointed officials to continue to offer high quality, cost-effective service to our residents. I also want to recognize the support, guidance and leadership provided by the Board of Selectmen over the past year.

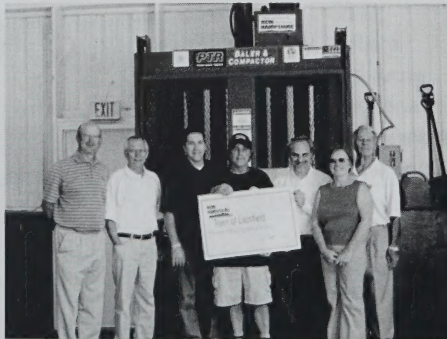
Over the past year, we have continued to progress in building a more effective government operation. The changes implemented in financial management, oversight and controls yielded an outstanding audit of 2010. On an ongoing basis, we adjust and expand those systems to continue to ensure that we are responsible stewards of taxpayer money.

During the year, I worked with the Board of Selectmen and Department Heads to update and revise a number of policies and procedures. We also undertook projects to address energy costs with transferring of streetlights to a new lower cost rate plan and collaboration with several other towns and school districts, with the help of Nashua Regional Planning Commission to join an electricity purchasing cooperative which yielded a 25-30% savings on electric purchase costs for 2012.

The late October snowstorm provided an early season challenge for many of our operations. With many residents without power for days and countless trees and limbs down throughout Town, our Highway, Fire and Police Departments worked extremely hard to maintain safety and access around Town. I especially appreciate all of the offers of assistance we received during that time. We opened Campbell High School nightly for a week offering a hot dinner and showers to those still without power. Over one hundred people came each of the first four nights. I am especially grateful to the Litchfield Lions Club for providing dinner for two nights during the week. I further thanks is owed to the staff of Campbell High School for making sure the facility was ready for our use each evening. Operationally, for the Town, we relied on generator power for the whole week at Town Hall and the Police Department. Along the way, we identified several key items to address in our revisions to the Emergency Management Plan, begun in 2011 and slated to be completed in 2012. One key lesson was in the absence of television and landline telephone service for many people, which we needed to find other ways to pass along information. In this area, there are two alternatives. First, for those who continue to have internet access, our most recent updates in an emergency will be available via the Town's Facebook page (www.facebook.com/litchfieldnh) and copied on the Town's Twitter feed (@LitchfieldNH). Second, we are setting up a telephone/e-mail/text system for Town needs identical to the one used by the Litchfield School District.

For those of you who I have met over the past year, thank you for taking the time to introduce yourselves and helping me to learn more about the community. For those who I have not met yet, please feel free to call, e-mail or stop by my office if I can be of any assistance or can help explain anything about how your Town government operates. I look forward to continuing to serve the residents of Litchfield in 2012.

Respectfully,
Jason Hoch
Town Administrator



John Brunelle, Dave Mellen, and Jason Hoch, received a \$2,500 grant from representatives of NH the Beautiful toward the purchase of a new baler.



ELECTION/BALLOT VOTING RESULTS

Town of Litchfield

March 8, 2011

Moderator John Regan led poll workers in the Pledge of Allegiance to the American Flag and declared the polls officially open in the Campbell High School gymnasium at 7:00 a.m. Ballot clerks on duty were Joan McKibben, Bertha Mieczkowski, Patricia Regan and Sharon Jones. Assistant Moderator Philip Reed assisted throughout the day. The polls were declared closed at 7:10 p.m., when the last voter had completed voting.

Twenty-Nine (29) new voters registered through the course of the day, bringing the checklist up to six thousand, seventy-five, (6,075). One thousand, three hundred, seventy-eight ballots were cast, including thirty (30) absentee ballots.

Results Follow:

Municipal Votes

Article 1, Election of Officers:

Selectmen, Two Three-year terms:

Frank A. Byron	801 Elected
Brent T. Lemire	799 Elected
M. Patricia Jewett	732

Budget Committee, Two Three-year terms:

Raymond C. Peeples, Jr.	920 Elected
Chris Pascucci	857 Elected

Town Clerk/Tax Collector One Three-year term:

Theresa L. Briand	1129 Elected
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Treasurer One Three-year term

Sharon A. Harding Reed	1059 Elected
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Road Agent One Two-year term

John Pinciario	1031 Elected
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Library Trustee, Two Three-year terms:

Peggy Drew	1045 Elected
Mary Frank	62 Elected

Trustee to Trust Fund, One Three -year term:

John Poulos	3 Appointed
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Cemetery Trustee, One Three-year term:

Rhonda Lambert	12 Elected
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ELECTION/BALLOT VOTING RESULTS

(continued)

Article 2 To see if the town will raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$4,494,248. Should this article be defeated, the default budget shall be \$4,463,558, which is the same as last year, with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA §40:13, X and XVI, to take up the issue of a revised operating budget only.

Yes **895 Carried**
No 454

Article 3 Shall the town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State, County and Municipal Employees which provides for the following increases in wages and benefits:

2011: \$734
2012: \$13,716 (estimated)
2013: \$14,127 (estimated)

And further, to raise and appropriate the sum of \$734 for 2011 fiscal year, such sum representing the additional cost attributable to the increase in benefits over those of the appropriation at current staffing levels. This collective bargaining agreement covers the full and part time patrol officers and full and part time dispatchers.

This contract contains no raise for 2011, cost of living adjustments based on the Boston CPI-W for 2012 and 2013, with such adjustments to be not less than 1% and not to exceed 2% in 2012 and not be less than 2% and not to exceed 3% in 2013. Additionally, the contract includes opportunities for a buy-out for not taking Town health insurances and introduces an Earned Time program in 2013 replacing the current vacation, sick and personal time program which is expected to reduce overtime costs.

Yes **817 Carried**
No 530

Article 4 Shall the Town include as part of the regular operating budget annually, road and drainage improvements that will be funded with the annual NHDOT Highway Block Grant money? This is an advisory warrant article.

Yes **1197 Carried**
No 135

Article 5 To see if the Town will enter into a contract with Pennichuck East Utilities to assume responsibility for Fire Protection charges for water system users. And further, to see if the Town will vote to raise and appropriate the sum of \$69,989 for that purpose. This amount represents the cost for 3 months of service in 2011 and is apportioned from an estimated annual cost of \$279,952. If this article is approved, future appropriations for Fire Protection Charges will be included in the operating budget of the Town.

Yes **816 Carried**
No 514



ELECTION/BALLOT VOTING RESULTS

(continued)

Article 6 To see if the Town will vote to modify the 2003 approval to deposit 100 percent of the revenue collected pursuant to RSA 79-A in the Conservation and Land Acquisition Fund previously established in accordance with RSA 36-A:5(III). The purpose of the Conservation and Land Acquisition Fund is to purchase land, conservation or trail easements or the purchase of development rights. The town will reduce the 100% amount going to Conservation and Land Acquisition Fund to 80%. The remaining 20% will be deposited in the Town's General Fund.

Yes 925 Carried
No 389

Article 7 To see if the Town will vote to create an expendable trust fund under the provisions of RSA 31:19-a to be known as the Vacation Accrual Expendable Trust Fund and to authorize the Board of Selectmen to serve as agents to expend from the funds, and further to raise and appropriate the sum of \$58,862 for transfer into this fund from the unexpended fund balance as of December 31, 2010. This amount is shown on the Town's balance sheet as a liability. The intent of this article is to annually account for the cost of earned but unused vacation time so that the expenses associated with employee resignations and retirements do not impact the current year budget. This would have a net cost to 2011 general taxation of \$0.

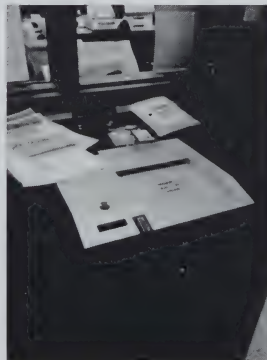
Yes 905 Carried
No 400

Article 8 BY PETITION: To see if the town will vote to adopt the provisions of RSA 154:1, Section I(a) that allows the governing body to appoint the fire chief with firefighters appointed by the fire chief. (This would allow for greater accountability by allowing the establishment of minimum requirements for the position as well as continuity in town government by bringing this position in line with others.)

Yes 810 Carried
No 508

Article 9 BY PETITION: To see if the Town will vote to authorize the appointment of a Town Treasurer by the Board of Selectmen rather than by election. This option is authorized under RSA 41:26-e. Per RSA 669:17-d, when a town votes to discontinue the elected treasurer office, the person holding the elected office of treasurer at the time of the vote to discontinue it shall hold office until the annual town election first following the discontinuance of the office, at which time the elected office of treasurer shall terminate irrespective of the length of that officer's term.

Yes 820 Carried
No 505



Voting machine being tested.



EXCERPTS FROM PREVIOUS TOWN REPORTS

2001

Library Trustees ".....First, work has begun on making the library handicapped accessible. This includes the construction of a handicapped lift system and bathroom. The work is coming along nicely, and should be complete early next year...."

Animal Control "..... 2001 Wild Animal Calls- 1 Bear and 1 Mink...."

Conservation Commission ".....The commission hosted its 20th anniversary Children's' Fishing Derby. More than 80 children participated making the competition for awarding the most creative fishing hat fierce."

1991

Public Library Trustees "..... We had a hard time holding on to our outside signs this year. I'm sure they are looking great in someone's family room! Many thanks to Mr. Bergeron for helping us with the large, sturdy and hopefully more permanent entrance and exit signs....."

Building Department-Summarization of Town Hall Structural Report ".....History: The building was constructed Circa 1850 and used as a Meeting Hall as well as a place for special functions. In 1974 the Town Hall was moved from the edge of the Charles Bancroft Highway to its current location. At that time, the foundation and interior was modified for use as town office space. Prior to this, town offices were located in the Library basement and in individual homes.

1981

1981 Resident Population ".....Population Age Birth – 17 (1,546), Population Age 18 – 64 (2,467), Population Age 65+ (106), **Total Population= 4,119....**"

Litchfield Parks and Recreation Commission ".....Parks Report: In 1981 the Town of Litchfield added a new recreation field at Jeff Lane. A large thanks goes to the Litchfield Little League, and especially Jack Wilkinson, for their time and effort in developing Jeff Lane. Conjunctively, the Little League and the Parks & Recreation Commission developed two minor league baseball fields for use in the 1982 season...."

Business Portion of Town Meeting, Friday, March 13, 1981 ".....Article XV: John Simmons MOVED to raise and appropriate the sum of \$7,300.00 to purchase and equip one 1981 police model cruiser. Selection of make and model shall be the responsibility of the Board of Selectmen in consultation with the Chief of Police; the said purchase to be by competitive bidding. (This had been recommended by the Budget Committee.)

J. O'Brien seconded. Motion carried by voice vote....."

1971

Memorial Day ".....Parade Marshall Chief Willis Jewett, USN (Retired) formed the parade units at the Grange Hall. The parade route went south on the Charles Bancroft Highway paced by the Elks Trojans Drum and Bugle Corps. Escorting the line of marchers was the Litchfield Police Department under the direction of Police Chief David Campbell. Included in the line of marchers were color bearers, color guards, rifle squad, veterans, boy scouts, cub scouts, 4-H, and school children. The parade paused at the Library for the traditional laying of the wreath below the plaque for World War II veterans. Wreath laying ceremonies were conducted at the Town Hall in memory of World War I servicemen. A wreath was laid upon the waters of the Merrimack River in memory of Sailors and Marines....."

Planning Board Report ".....The year of 1971 witnessed the continued rapid expansion of Litchfield, with two major sub-divisions completed and four currently in process, with an estimated 200 houses to be built. The population forecast prepared by Mr. Max Wolfe, of the Nashua Regional Planning Commission, estimates that Litchfield's population growth will increase 148% by 1980 and 544% by 1990....."



EXCERPTS FROM PREVIOUS TOWN REPORTS

Fire Department Report 1971 ".....For the past 12 months, we have not had a house fire which the Volunteer Fire Department and myself wish to thank the citizens of the town. The year 1971 has been one of the finest on record for the Litchfield Volunteer Fire Department....."

Police Department Report for 1971 ".....What do you say after 35 years of police work in a small town. With a population increase from three hundred to two thousand persons. One tarred road to subdivisions, apartment houses, trailer parks, and three hundred dogs.....
On two happy occasions we assisted other departments. The first last spring when Derry welcomed Astronaut Alan Shepard with a parade. Derry was justifiably proud of her native son.....
The Second occasion was when Nashua played host to President Nixon. Four officers assisted Nashua and one in Merrimack. The security precautions involve a lot of work..... David A. Campbell, Chief of Police....."

Police Activities Report 1971 "....."

Abandoned Cars	11	No Trespassing signs distributed	145
Houses checked, owners away	66	Speeding	18
Lost Persons	7		

Street and Highways Ordinance, Adopted by the Board of Selectmen November 15, 1971

".....**Snow Removal:** It shall be unlawful for an operator of a motor vehicle or other vehicle to park said vehicle on a public way in said Litchfield between the hours of 11:00 P.M. and 7:00 A.M. from November 15 to April 15 of each year of any other time during a snow storm or snow removal operations. Vehicles in violation will be towed away at owners expense. Penalty for the violation of such regulations shall be twenty dollars (\$20).

Snow Thrown into Street: No person or persons shall by himself or his agent or agents throw, push, or put any snow or ice into or across the right of way of any street, highway or secondary road in the Town. For the purpose of the Ordinance, right of way means street and sidewalk. Any person who shall violate the provisions of this ordinance shall, upon conviction, pay a fine of twenty dollars (\$20)....."

1961

Librarian's Report 1960-1961 ".....During the year 1960, eighty-six volumes were added, and in 1961, two hundred seven volumes were added making a total of 6,624 volumes....."

Town Clerk's Report "....516 Motor Vehicle Permits, 72 Dog Licenses....."

Annual Report of the Building Inspector "....."

Permits		Estimated Cost
New Construction	12	\$62,625.00
Additions or alterations	<u>16</u>	<u>14,662.00</u>
	28	\$77,287.00

1931

Report of Trustees of Litchfield Public Library ".....The new equipment purchased this year includes a floor polisher and a piano....."

Statement of Payments, General Government ".....Town Hall: G.B.L. Hill, janitor service, \$4.00; Robert J. Morrill, moving piano, \$7.00; John A. Reid, 2 cords of wood, \$12.00....."

1921

Town Warrant 12. "....To see what action the Town will take to prevent the Merrimack River from washing into the east bank, at the centre of the Town....."

Detail Statement of Payments ".....Town Reports - \$57.75, Bridge Signs - \$1.50, Safety deposit box - \$2.50...."

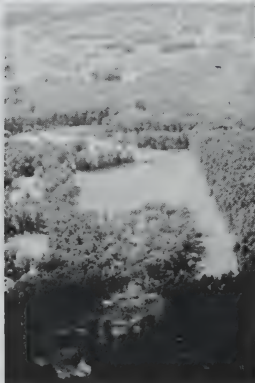


TOWN PROJECTS IN 2011

**New Truck Shelter
Highway Dept.**



Aerial View of New Fields



**New Athletic Fields
(above/below)**

Construction on Cranberry Lane Culvert



Cranberry Lane Culvert Completed





Litchfield Conservation Commission

The Litchfield Conservation Commission (LCC) is an all-volunteer advisory board authorized by RSA 36-A, established by the Town “for the proper utilization and protection of the natural resources and for the protection of watershed resources” within Litchfield. In 2011 the LCC was involved in:

- The current use contribution to the conservation funds. At Town Meeting this funding was adjusted to 80% of the current use change funds to the LCC, 20% to the Town general fund. The approximate value of the fund at the end of 2011 was \$870,395.00.
- Representation to the Lower Merrimack Advisory Committee.
- The 29th Annual Children’s Fishing Derby on Chase Brook was well attended.
- We accompanied the county forester to a Litchfield land owner to investigate the possibility of signs of Asian Long Horned Beetle. Fortunately the damage to the tree was not from the invasive beetle.
- We continue to work with NH Dept. of Environmental Services on water issues at Darrah Pond.
- Continuing maintenance on the fields and trails at Moore’s Falls Conservation Area.
- We continued our participation in the State’s “Adopt-A-Highway” program.
- Members continue their education at the state meeting of Conservation Commissions and with the NH Assoc. of Natural Resource Scientists.

The Commission meets the first Thursday of the month at 7:00 p.m. in Town Hall. The public is encouraged to attend.

Respectfully submitted,

Joan McKibben, Chairman
Thomas Levesque, Sr., Vice-Chairman
Roger St. Laurent
Sharon Jones
Marion Godzik
Richard Husband
Michael Croteau
John Brunelle, Selectmen’s Rep.



Moore’s Falls (facing north)



LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE

The Lower Merrimack River Local Advisory Committee was created in 1990 after the Lower Merrimack was designated a protected river in the State of NH. As a designated river, the Lower Merrimack is protected under RSA 483, administered by the New Hampshire Department of Environmental Services (NH DES) Rivers Management and Protection Program.

Members are nominated by each riverfront municipality and are approved by the DES Commissioner. Representatives come from a broad range of interests, including but not limited to local government, business, conservation, recreation, agriculture, and riparian landowners. All members are volunteers. This diversity helps bring a variety of perspectives to bear on resource protection and development issues.

The main responsibilities of the LACs are: 1) develop and implement a local river corridor management plan, 2) advise local, state and federal governing bodies and agencies of activities which may affect the water quality or flow of the protected river or segment, and 3) review and comment on any federal, state or local governmental plans within 1,320 feet (¼ mile) of either side of the designated river that would alter the resource values and characteristics for which the river or segment is designated.

Members:

Kathryn Nelson (Chair) – Nashua
Michael Redding (Vice Chair)- Merrimack
Karen Archambault (Secretary) -- Nashua
Jim Barnes (Treasurer)– Hudson
David Scaer--Hudson
Bob Robbins – Hudson
George May – Merrimack
Nelson Disco – Merrimack
Michael Croteau- Litchfield

Associate Members:

Geoff Daly, Nashua

Meetings are held at the Nashua Public Library on the 4th Thursday of the month at 7pm
Volunteer hours contributed for river protection activities: 400

We encourage new membership. Applications and information can be found at
<http://www.nashuarpc.org/LMRLAC/index.htm>

In 2011 LMRLAC meetings included the following topics:

Water Quality Testing- George May coordinates the volunteer water monitoring program that tests samples for E.coli bacteria and other parameters on the Merrimack River.

Jill Longval/ River Continuity Study- Jill is now the Environmental Planner at NRPC and will serve as LMRLAC liaison. Jill submitted a grant request to DES for a study of culverts constricting flow and fish passage on tributaries to the Merrimack. The project was funded and Jill will be asking for input from the LAC.

Manchester-Boston Airport -Richard Fixler, P.E., Assistant Airport Director, Engineering and Planning, Manchester- Boston Regional Airport and John Hagopian, P.G., Environmental Compliance Specialist attended a meeting to report on the results of the water monitoring study they completed as part of their EPA Multi-Sector Permit Requirements. The airport discharges glycol effluent, a de-icing agent to the river. The airport is working with EPA and DES to study the circumstances causing the levels of elevated oxygen demand and development of Best Management Practices (BMPs) to improve the levels. Mr. Hagopian speculated that the airport will have to do something about odor and foam and suspects the DO will not be much of a concern.



LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE

(continued)

Nashua CSO Project-William Keating, Wastewater Engineer, City of Nashua attended to discuss ongoing work on upgrades to the sewer and stormwater system. Nashua is under a consent decree from the Environmental Protection Agency (EPA) to reduce the frequency of discharges to the Nashua and Merrimack Rivers. Mr. Keating explained that the Harbor Avenue project is scheduled for completion by October 2012. He explained that there will be a separate drain system and stormwater will discharge to Salmon Brook.

PSNH Thornton and Eagle Substations in Merrimack- Mitigation for this project will be directed to a project recommended by the Merrimack Planning Board on a tributary to the Merrimack River but not in the corridor.

Beazer East (former Koppers site) – Hills Ferry Road, Nashua The LAC sent a letter to DES with concerns.

Renaissance Downtowns – East Hollis Street Concept Plan (Nashua) James Vayo met with the LAC to describe the project. The LAC provided him with feedback on making the riverwalk part of the first phase and maintaining an adequate buffer, especially any tall pines for eagle roosting.

EPA Draft NPDES Permit (#NH0001465) for PSNH Merrimack Station in Bow – The draft permit raises concerns with discharges from the plant raising water temps in the Merrimack and makes recommendations. The LAC sent comments to DES and EPA stating support for the draft permit.

Respectfully submitted by Kathryn Nelson, Chair 1-17-2011



Moore's Falls (facing south)



Moore's Falls (facing north)



Thornton's Ferry



LITCHFIELD HIGHWAY DEPARTMENT

The Highway Department kept up with the many heavy snow storms in 2011. We worked hard to keep the budget under control due to the trying economic times.

Paving – Reclaimed and paved Oak Drive.

Cranberry Lane Culvert – The culvert on Cranberry Lane was replaced and paving was reclaimed between, Albuquerque Ave and Aaron Way.

Roberts Road – Completed Roberts Road project which included shoulders, drainage and paving.

Catch Basin – Catch basins were inspected and repaired or replaced where needed.

Recreation – Assisted the Recreation Commission on the construction of the new fields behind Highway Department.

Highway Garage – Completed new sand shed. A new 72 x 42 building to house trucks was started and will be completed in 2012.

Fire Department – Site work at Fire Department for installation of propane and driveway repairs.

Equipment – After long service to the Town, Big Blue, a 1968 Mack, was retired and replaced.

Purchase of Equipment- This year the Department purchased a plow and wing. Also purchased was a State of NH used highway replacement truck, an International 2000.

Storm of Irene – Prior to Hurricane Irene's arrival in late August, the Highway Department was out cleaning catch basins, to prevent flooding. Tree removal and clean up work continued after the storm.

October Storm – The Town was hit hard with the October snow storm. Heavy wet snow brought down numerous trees, branches and power lines throughout the Town, leaving 95% of residents without power. The Highway Department was busy for weeks cutting and chipping trees/branches, removing brush and clearing roadways, as well as cleaning catch basins.

Projects for 2012 – Looking forward to the final phase of the 3 year Culvert Replacement Project on Page Road. Should be completed some time in August 2012.

I would like to thank the Litchfield residents for their cooperation during the harsh winter, as well as Hurricane Irene and the October snow storm. The observation and reporting of needed repairs and potholes to the Town's roads is appreciated. Keep up the good work.

Each year there are many comments from the residents of Litchfield about the great job done of removing snow from the roads and treating for ice. The job of clearing not only the roads, but clearing the Town Hall lot, library, fire station and Darrah Pond is a real team effort from the Road Agent to each contractor. Many of our contractors live in town and adjoining towns. The town owns the equipment, consisting of the plows, wings, sander, plow frame, and hydraulics, but contracts out to individuals and companies who supply the truck and/or personal. The quality work they perform is apparent after every snowstorm. I want to thank those individuals and companies for their work: Les Blundon, Digger D's Landscape-Dan Vailancourt, Doug St. Laurent and Ron Buxton; Eagle Paving-Mark Reilly; JBT-Jeff Guay; Jamie Hysette and Eric Reed, as well as Fire Chief Tom Schofield, Police Chief Joseph O'Brion. I greatly appreciate all their hard work.

Respectfully submitted,

John Pinciario,
Road Agent



TRANSFER STATION AND RECYCLING FACILITY

Litchfield Residents,

The facility staff and solid waste committee members have completed the shutdown of the incinerator. The transfer and recycling facility is now fully operational. In addition to the change over efforts, the facility staff has been hard at work improving the site and increasing our recycling efforts with the continued support of the residents. During the 2011 the facility processed the following recycling products:

Material/Amount			
Cardboard	125.81 tons	Plastics	33.23 tons
Glass	156.01 tons	Vegetable Oil	110 gal
Aluminum Cans	14.47 tons	Fluorescent Bulbs	4480 units
Steel Cans	16.82 tons	Used motor oil	1800 gal
Mixed Paper	149.34 tons	Wet Cell Batteries	2.79 tons
Scrap Metal	158.09 tons	Rigid Plastics	3.6 tons
Electronics	36.09 tons	Non Ferrous Metals	2.2 tons

Totals 2011 694.35 Tons Recycled

At current landfill rates, this material would have cost \$76,338.00 in disposal fees.

Market Pricing 2011	High	Low
OCC (Cardboard)	\$ 172.50 TN	\$ 130.00 TN
Mixed Paper	\$ 70.00 TN	\$ 50.00 TN
UBC (Aluminum Cans)	\$ 00.80 LB	\$ 00.68 LB
Scrap Metal	\$ 225.00 TN	\$ 135.00 TN
Steel Cans	\$ 145.00 TN	\$ 45.00 TN

Other Materials Recycled in 2011

Cell Phones, Tires, Ink Cartridges, Toilets, Sinks, Lamps, Propane Tanks, Fluorescent Bulbs, Ceramic Tile, Thermostats, Smoke Detectors, Eye Glasses, Nickel Cadmium Batteries, Dishes, Mugs, and Yard Waste.

New for 2012

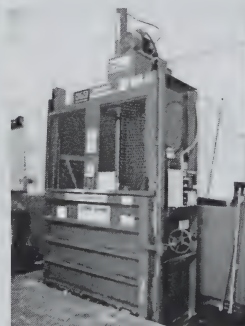
Plastics Recycling #1 thru #7
YTD informational recycling sign
Ridged plastic recycling

Solid Waste Committee:

John Brunelle, Resident
George Lambert, Board of Selectman Representative
Tom Levesque, Resident
David Mellen, Transfer and Recycling Facility Manager
John Pinciario, Resident
Cecil Williams, Resident

Respectfully submitted,
Dave Mellen
Transfer and Recycling Facility Manager

New Baler



Dave Mellen, Transfer Station Manager, pictured with compacted recyclables.





LITCHFIELD POLICE DEPARTMENT

Litchfield Residents

Honorable members of the Board of Selectmen

It is with pleasure that I submit for your perusal the 2011 Annual Report for the citizenry of Litchfield, New Hampshire.

I would like to thank the residents of Litchfield for passing the 3 year collective bargaining agreement between the Town and the police officers. The residents again have shown their ongoing support of the officers and it is very much appreciated.

There were some personnel changes at the police department. Lieutenant Gerard Millette retired with 30 years of dedicated service to the residents of Litchfield (Thank You Gerry!!). Sgt. David Donnelly was promoted to the rank of Lieutenant. Master Patrol Officer Timothy O'Donaghue was promoted to the rank of Sergeant. We hired Benjamin Sargent an 11 year law enforcement veteran from Dunstable, Massachusetts. Part time officer Jeff LaPorte left the ranks of the Litchfield Police Department; we wish him the best of luck in his career endeavors.



Lieutenant Gerry Millette

30 years of service.

This year we have continued with a robust training program which has been supported by the Board of Selectmen and the Budget Committee. Some of the trainings attended by the staff are:

Criminal investigations
Ethics in Law Enforcement
Gun Laws
Sex Crimes Investigations
Supervisor Training
Active Shooter Instructor

O.C. Instructor
ASP Instructor
Interviews and Interrogations
Family Medical Leave Act
Taser
SRO Training

Legal Update
CPR
Domestic Violence
Crime Scene Processing
Media Relations
Use of Force

The Town was recognized for reaching Prime 3 status with our local insurer Primex. The Joint Loss Management Committee (JLMC) worked very hard this year to reach the high standards required for this prestigious accomplishment. The reward to the residents is not only monetary but one that shows Litchfield is operating under the best business practices for joint loss and safety.



LITCHFIELD POLICE DEPARTMENT

(continued)

The Police Department remains steadfast in a proactive manner within the schools. Cpl. Robert Bennett taught and graduated several students in the DARE program at Litchfield Middle School and St. Francis. Cpl. Michael Corl was active with Campbell High School SADD (Students Against Drunk Driving) program and assisted in the second mock accident scene this past May. This is a demonstration put on by several students, staff, local businesses, parents, and safety officials and is designed to make students aware of the "real life" consequences of drinking and driving. The demonstration ended with a mock trial with retired Judge Lawrence Warhol presiding.

In October of this year, Litchfield was struck by an early snowstorm which left several residents without power for several days. The collaborative efforts of town officials, police, fire, school, and volunteers were very impressive to say the least. The high school was opened as a warming shelter to take showers, eat, and get updated on storm recovery efforts. This was the second time in recent years that a town emergency brought us together. The results were a much smoother, well prepared event that provided some help for those residents in need.

This year saw a substantial increase in burglaries. It is easy to become complacent when you live in a small safe, community. There are those nefarious people who take advantage of this perception and commit crimes to property. It is important to keep your doors locked and report any suspicious activity to the Police. We had an incident this year where a neighbor called in a suspicious vehicle which led to the arrest of two people who had just broken into the neighbor's house. Please keep this in mind and watch out for each other.

The Police Department would not be what it is today without the continued support of the other town departments and their staff. I would like to personally thank the Selectman's Office, Town Administrator, Fire Department, Road Agent, Town Clerk/Tax Collector, Litchfield Schools, and Code Enforcement for their support throughout the year. I also wish to say a special thank you to John Brunelle for all his volunteer work in keeping our IT department running smoothly.

In closing, it is a pleasure to continue to serve in the community of Litchfield. The support of the residents and business owners towards the police department is much appreciated by all of us that protect and serve you. I would be remiss if I did not thank all of the staff at the Police Department for their dedication to the safety of the residents of Litchfield.

Respectfully,

Joseph E. O'Brien, Jr.
Chief of Police





2011 OFFENSE LOG STATISTICS

	2010	2011		2010	2011
Arrests			Issuing Bad Checks	8	14
Adult	84	139	Loitering	1	0
Juvenile	17	25	Lost Property	5	5
Protective Custody	24	12	Medical Emergency	34	13
Abandoned 911 Calls	25	13	Missing Person	0	1
Alarms	45	27	Neighbor Dispute	7	7
Alcohol, Prohibited Sales	0	1	Noise Complaint	12	6
Alcohol, Unlawful Possession	2	4	Obstructing Report of a Crime	1	0
Animal Involved Incidents	33	41	Open Door/Unsecured Building	19	5
Arson	1	2	Paperwork Service	107	112
Assaults (All)	43	46	Pawn Shop Sales	1	0
Attempted Suicide	5	5	Pistol Permit Application	133	104
Bench Warrant	3	1	Police Information	119	63
Burglary	18	30	Police Service	149	83
Burglary, Attempt to Commit	10	7	Pornography, Child	0	1
Bylaws as to Non Attendance, School	0	1	Receiving Stolen Property	2	5
Civil Standby	22	20	Recovered Property	3	1
Computer Related Crime	2	2	Resisting Arrest	0	3
Criminal Mischief	52	47	Robbery	1	0
Criminal Threatening	19	12	Robbery, Armed	1	0
Criminal Trespass	9	20	Robbery, Armed, Conspiracy to Commit	1	0
DWI (ALL)	23	40	Runaways, Habitual	8	17
Default/Breach of Bail Conditions	1	2	Sex Offenders, Registration of	3	7
Department Assist	18	12	Shoplifting	0	3
Destruction, Attempt to Commit	1	0	Shots Fired	6	9
Detaining Books, Overdue Matter	1	0	Stalking	5	9
Dog Control/Running at Large	23	22	Suicide	0	1
Dog a Menace, Nuisance/Vicious	7	13	Suspicious Activity	38	28
Dog, License Required	3	3	Suspicious Persons	11	9
Domestic Disturbance	38	49	Suspicious Vehicles	8	11
Drug Law Violation	28	34	Theft	37	41
False Information	3	4	Theft by Deception	2	3
False Report to Law Enforcement	1	2	Theft from a Motor Vehicle	12	17
Felon/Possession of Dangerous Weapon	3	0	Theft of a Motor Vehicle	1	2
Fire	10	5	Tobacco Violations	3	2
Fire Code Violations	1	0	Town Ordinance Violations	5	1
Fireworks, Display of	0	0	Truancy	1	1
Fireworks, Possession of	0	0	Unlawful Activities (Littering)	5	1
Forgery	1	0	Unruly Juvenile	8	14
Found Property	14	13	Untimely Death	2	1
Fraud, Attempt to Commit	1	2	Unwanted Person	4	5
Fraudulent Use of Credit Card	5	7	Vehicle Repossession	0	0
Harassment	13	19	Violation of Protective Order	4	3
Hindering Apprehension	2	3	Welfare Check	28	26
Identity Fraud	5	4	Wire Fraud, Attempt to Commit	2	6
Indecent Exposure/Lewdness	1	0			
Involuntary Emergency Admission	2		Business Checks	11,735	11,629
			*New Data Total Calls Handled	N/A	22,521



ANIMAL CONTROL

Litchfield Residents:

This report summarizes the activities of the Litchfield Animal Control Department, for 2011. The Animal Control Department had a good year in 2011. There were no unusual incidents to mention.

A few reminders for dog owners:

1. All dogs must be Licensed by April 30th of each year
2. All dogs must have an updated rabies vaccination
3. All dogs must be secured at all times
4. Dogs are not allowed to bark more than 30 minutes during the day or at all during the evening hours.
5. Dog Licenses are available at the Town Clerks office starting in January 2012

If you have any questions on these, or any other animal related questions, please contact the Animal Control Officer 424-4047.

Respectfully Submitted,

Gerry Pilon
Litchfield Police
Animal Control Officer

<u>Civil Summons</u>	<u>2010</u>	<u>Revenue</u>	<u>2011</u>	<u>Revenue</u>
Unlicensed Dog	194	\$4,850.00	115	\$2,625.00
Dogs Running at Large	1	\$25.00	0	\$0.00
Nuisance	2	\$125.00	2	\$50.00
Menace	0	\$0.00	0	\$0.00
Vicious	1	\$100.00	1	\$100.00
Rabies Vaccination	0	\$0.00	35	\$775.00
Service Fee	151	\$755.00	89	\$410.00
Total	349	\$5,855.00	243	\$3,860.00





ANIMAL CONTROL

	<u>2010</u>	<u>2011</u>
WARNINGS		
Unlicensed Dog	58	24
Dogs Running At Large	46	40
Nuisance	22	22
Menace	1	0
Vicious	0	2
No Tags	3	3
Rabies Vaccination	0	8
Total	130	99

WILD ANIMAL CALLS

Bat	0	5
Bear	0	1
Beaver	0	2
Bird	10	11
Coyote	7	8
Deer	16	30
Fisher	6	7
Fox	11	12
Goose	2	3
Horse	2	4
Opossum	0	4
Porcupine	1	0
Raccoon	16	12
Skunk	24	15
Snake	0	3
Squirrel	1	0
Turkey	1	1
Turtle	2	6
Woodchuck	11	5
Other	2	0
Trap Set for Wild Animal	1	0
Disposal of Wild Animal	9	12
Total	122	141

	<u>2010</u>	<u>2011</u>
OTHER CALLS FOR SERVICE		
Calls about Cats	27	24
Cat Bites or Scratches	2	1
Cats Hit By Motor Vehicle	1	2
Cats Euthanized	0	1
Feral Cats	1	2
Dog Bites	8	12
Dogs Hit By Motor Vehicle	1	2
Dogs Left In Motor Vehicle	1	0
Dogs Tested For Rabies	1	0
Dogs Picked Up	43	39
Dogs Brought To Kennel	17	18
Total	102	101

LICENSED DOGS	1,640	1,689
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TELEPHONE

In Station	224	127
Out Station	224	109
In Home	165	72
Out Home	206	63
Total	819	371

HOURS WORKED

In Town	380	357
At Home	247	239.5
At Kennel	25	16
Training	8	8
Total	660	620.5

VEHICLE

Mileage	4,736	4,013
Cost For Gas	\$2,103.00	\$2,295.00





PLANNING BOARD

The Litchfield Planning Board is made up of volunteer town residents who are appointed by the Board of Selectmen to serve the Town by guiding and making recommendations related to the development of the municipality. The members and alternates meet every 1st and 3rd Tuesday of each month throughout the year. The members and alternates listed below are supported by Nashua Regional Planning Commission (NRPC) for guidance in drafting and implementing local land use laws and monitoring State and Federal laws impacting the Town.

This year the Board worked on an Accessory Dwelling Unit ordinance. If the ordinance is passed by the voters at Town Meeting in March 2012, it will allow flexibility in living arrangements and provide alternative "not-for-rent" housing opportunities for owner occupied and family members. It would allow a secondary dwelling unit on the same conforming lot for family members or a family caregiver.

The Board also worked on a potential multi-family workforce housing Zoning amendment. The Board decided not to bring this to the voters in 2012 and instead will keep working on this State mandated topic in the coming year.

Towards the end of 2011, the Board started broadcasting our meetings on Litchfield cable. We hope this brings attention to the ordinances we are trying to work on and will raise awareness and public interest in the work of the Planning Board.

In 2011 the Board said goodbye to our circuit rider planner from NRPC, Steve Wagner. Steve had been our planner since 2001. We wish him all the best.

We welcome Jen Czysz as our new planner from NRPC.

Thank you to Sandra Maxwell for capturing our minutes accurately and thanks to Joan McKibben who maintains our daily and monthly tasks.

Respectfully submitted,

Leon Barry, Chairman
Bob Curtis, Vice-Chairman
Frank Byron, Selectmen's Rep.
Barry Bean
Russell Blanchette
Thomas Young
Michael Croteau
Joel Kapelson (alternate)
Bob Curtis





RECREATION COMMISSION

The Litchfield Recreation Commission (LRC) was established by the Town in 2000, pursuant to State law RSA 35-B. The LRC provides leadership for the Town's Parks and Recreation Department. Unlike most towns in the local metropolitan area, Litchfield has no professional parks and recreation director or administrative staff, and so most of the efforts in running this department and carrying out recreational programs are accomplished by volunteers, local organizations, and contractors.

The LRC is composed of seven full members (one of which is a Selectman ex-officio appointment) and four alternates. At the start of 2011, the LRC was comprised of six full members but no appointed alternates. We were fortunate to retain all members in 2011. Steve Perry joined us as the Selectman ex-officio. John Bryant continued as the Chairman of the Commission, with Andy Collins continuing as Vice-Chair. We currently have 3 alternate positions available. Our current schedule for meetings is the 2nd and 4th Tuesdays of each month at 7:30pm at Town Hall.

Mr. Roy Arria continued as Custodian/Groundskeeper on a part-time basis and was joined by Mr. Ben Arria for a total of 8 to 10 hours per week. They were the only persons employed by the Parks and Recreation department in 2011. The Commission publicly thanks Roy and Ben for their dedication and service again this year. They continue to keep Talent Hall and the various parks in good repair and cleanliness, including restocking supplies, removing ice and snow around Talent Hall, making numerous minor repairs, and repainting walls. They have saved the Town money by performing numerous tasks and repairs that would otherwise have required the hiring of expensive contractors or be left undone.

Fields, Facilities, and Partnerships

Being composed of volunteers, the LRC rarely originates recreational events on its own. The LRC interacted with Town schools, civic organizations, and local sports leagues to cooperatively provide recreational opportunities. The LRC acts as an approval and scheduling authority for field and facility requests, sets rules for proper usage and access, and provides for maintenance of fields and facilities. Those under the LRC's jurisdiction in 2011 were the same as in past years:

- Roy Memorial Park (2 Wood Hawk Way), including Talent Hall and all park grounds
- Scott F. Innes Sr. Field, formerly known as "Brickyard Field" (Brickyard Drive)
- Corning Road baseball fields (Brook Road)
- Jeff Lane baseball fields
- Public tennis courts (Albuquerque Avenue)

It should be noted that the LRC only has authority over Town-owned recreational properties and facilities. It does not have authority or responsibility for those owned by the School District, Conservation Commission, privately-owned properties, and Darrah Pond proper (the water body itself, which by State law is the property of the State of New Hampshire).

To provide and maintain fields and facilities, the LRC relies on contracted services for field mowing and maintenance, landscaping, major repairs, and professional services such as inspections. Other paid services include trash removal, chemical toilets, and utilities for electricity, water, and propane.

A significant amount of volunteer efforts and in-kind contributions were and continue to be made by many individuals and organizations, helping to offset costs while improving facilities and quality of life here in Litchfield. Those listed below are the local organizations that LRC interacted with this year, demonstrating some of the recreational opportunities and benefits provided to the Town through these partnerships (in alphabetical order):

- Litchfield Arsenal Travel Baseball Team
- Litchfield Baseball Association
- Litchfield Blast Travel Softball Teams
- Litchfield Girl Scouts
- Litchfield Girls Softball League
- Litchfield Lions Club
- Litchfield School District
- Litchfield Pickleball Association
- Litchfield Recreational Basketball League
- Litchfield Seniors Group
- Litchfield Youth Soccer Association
- St. Francis School



RECREATION COMMISSION

(continued)

The above organizations provided a mix of recreational events and services during the year:

- Youth sports instruction and clinics
- Youth sport games and tournaments
- Adult recreational activities
- Senior citizen recreational activities
- Family-fun days
- Entertainment events such as comedy nights, talent shows, and concerts
- Civic events such as fundraisers, cancer and hunger walks
- Scholarships to graduating CHS seniors



Volunteers at the new fields

LRC Projects in 2011

In 2011 the LRC began planning for a new field project to allow for much needed space for soccer and the new lacrosse program. We were given use of a parcel of town owned land between the Albuquerque tennis courts and the Transfer Station/Highway Department Facility, encompassing approximately 16 acres. Included in this project will be field space large enough to accommodate 2-3 full size soccer/lacrosse fields or several smaller fields for the town's younger athletes. The parking areas will accommodate over 200 vehicles. There will be a walking trail around the perimeter of the property. Our goal is to add other activities and facilities as space and funding permit in the years to come, creating a facility with something to offer to all age groups and interests.

We anticipate that the fields will be ready for use in the fall of 2012. There is a diagram of the project on the Town website, under the Recreation Commission area <http://www.litchfield-nh.gov/government/recreation/index.htm>.

This project has been funded with impact fees and with donations. Several meetings were held regarding the construction of the fields with significant input from the town's residents, officials and various committees. There have been many people significantly involved in this project but the Recreation Commission would like to recognize and thank Commissioner Keith Buxton for taking the lead and for the enormous amount of time and energy he has given thus far.

Our Seniors Group has continued to grow more active in 2011. The group meets on a regular basis for luncheons, bingo games and many other activities. This group is led by Betty Darling and Pat Jewett.

New in 2011 was the formation of a co-ed adult softball group. The games were played on Sunday evenings and encompassed all skill levels. Watch for this group to start up again this year.

Plans are underway for other activities this year, including the possibilities of a toddler playgroup and various exercise classes. The Commission is always interested in hearing of other activities that residents have an interest in. Please contact us with ideas or suggestions.

In closing, it is the Litchfield Recreation Commission's mission to promote and increase recreational opportunities in our Town; to keep our Town's recreational facilities open, safe, and cost-efficient within available funding; and manage to the best of our abilities the Town's available resources for parks and recreational purposes. We encourage any residents interested in improving Litchfield's recreational services to consider joining the Recreation Commission (contact Town Hall for further information).

--Submitted by the 2011 Litchfield Recreation Commission:

John Bryant, Chairman
Sandy Vance, Secretary
Keith Buxton, Member
Colleen Gamache, Member

Andy Collins, Vice-Chairman
Betty Darling, Member
Jason Allen, Member
Steve Perry, Selectman ex-officio



LITCHFIELD MOSQUITO CONTROL DISTRICT

2011 was an interesting year for the Mosquito Control District. First, we were virtually surrounded by West Nile Virus as mosquitoes testing positive were identified in Manchester, Nashua and Londonderry (as well as a number of communities in Massachusetts) but our town escaped with no indication of WNV at all. Furthermore, mosquitoes infected with Eastern Equine Encephalitis, which has shown up in the area the last few years, never appeared in Litchfield traps during 2011. We believe that these positive results are, at least in part, an indication of the effectiveness of our larvicide treatments for the last five years.

Second, in years prior to 2011 the MCD filed for partial reimbursement from the State of New Hampshire for expenses incurred by mosquito control. This reimbursement of approximately 25% yearly reduced each prior year's expenditures while allowing us to maintain a level of pest control that we deemed sufficient to mitigate risk to the residents of Litchfield. However, the last biennial state budget passed removed reimbursement funds to the towns so we were not able to offset some of our contractor costs in 2011. Going forward budget cuts at the state level will put the entire program in jeopardy as testing of trapped mosquitoes is not guaranteed after the 2013 season.

Third, legislation has been submitted by the Litchfield Mosquito Control district members to increase the number of members of New Hampshire MCD's to five people, up from the current three. If this legislation is passed, please consider signing up.

As you are all aware, mosquitoes present a threat to our children as they play at the town's recreational facilities throughout the summer. They don't present the only insect-borne threat however, as ticks, particularly deer ticks (the carriers of Lyme disease), are on the increase everywhere in the Northeast. To address this escalating threat, the MCD teamed with our contractor, Municipal Pest Management Services, to open a dialogue with the Recreation Commission about insect control and bite prevention. It is our intention not only to continue this cooperation but also to broaden it. The potential exists for us to work more closely with the Planning Board, Health Office and the Road Department to help make our town safer for us all and we will explore that closer cooperation in the coming years.

Finally, the 2011 numbers:

Adult mosquito surveillance was conducted from June 6 to September 29. During that period 2,720 mosquitoes were trapped at 2 locations in town. The following charts are excerpted from Municipal Pest Management Services' yearly report for 2011. Testing started in July.

EEE Testing Results July 1, 2011 – October 7, 2011

	Prior Year Totals					
	2011	2010	2009	2008	2007	2006
Mosquito Batches Positive*	0	0	73	8	6	40
Animals Positive	0	1	7	1	2	1
Humans Positive	0	0	1	0	3	0

*A mosquito batch is a collection of mosquitoes sorted by species, date of collection, and trap location.

WNV Testing Results July 1, 2011 – October 7, 2011

	Prior Year Totals					
	2011	2010	2009	2008	2007	2006
Mosquito Batches Positive	9	1	0	1	0	0
Animals Positive	0	0	0	0	0	0
Humans Positive	0	1	0	0	0	0



LITCHFIELD MOSQUITO CONTROL DISTRICT

(continued)

New Hampshire Arbovirus Testing – Mosquito Batches

Town/City	Date Collected	Species	Virus Result
Nashua	07/28/2011	Culex pipiens restuans	WNV
Manchester	08/01/2011	Culex pipiens restuans	WNV
Manchester	08/01/2011	Ochlerotatus canadensis	WNV
Nashua	08/18/2011	Culex pipiens restuans	WNV
Manchester	08/29/2011	Culex pipiens restuans	WNV
Manchester	09/06/2011	Culex restuans	WNV
Brentwood	09/13/2011	Culiseta melanura	WNV
Portsmouth	09/21/2011	Culiseta melanura	WNV
Keene	09/22/2011	Culex salinarius	WNV

A “Batch” consists of approximately 50 adult female mosquitoes of the same genus and species. Only vector (disease carrying) species are sent to the labs for testing. It’s important to note that no animals or humans were infected with either EEE or WNV during 2011.

Each year two traps are placed in Litchfield. The entomologists empty the traps each week, examine the species trapped, sort them by species and sex (only female mosquitoes of the vector species bite humans) and send the sorted batches off to the state’s lab for testing. The historical data compiled from these examinations helps the MCD and our contractor to develop treatment plans. When necessary, Litchfield’s Arboviral Illness, Prevention, Surveillance and Response Plan is updated based on the threat level determined by the collected data and recommendations by New Hampshire DHHS.

While we hope it won’t be necessary, positive testing next year will mandate additional larviciding or barrier spraying in targeted areas. **If you do not want your property treated** you must make a written request to the Board of Selectmen, Attn: Mosquito Control District. Include your name, address, phone number and a short description of your property with boundary information. If such a request is not received and test samples show positive in your area, your property might be treated.

Please contact the MCD if you have any questions about mosquitoes, the larvicide in use, time and type of application or for more information about EEE or WNV. As always, remove standing water on your property from wherever it may be, use an effective insect repellent (usually containing DEET), avoid areas where mosquitoes breed and congregate and take proper precautions to prevent bites. Keep your family safe.

Respectfully submitted by the Litchfield Mosquito Control District:

John Poulos – Chairman
John Latsha – Vice Chairman
Alfred Raccio



AARON CUTLER MEMORIAL LIBRARY'S 2011 DIRECTOR'S REPORT

The mission of the Aaron Cutler Memorial Library is to offer the community materials, programs, and services, in a pleasant and welcoming environment, which will provide learning support for elementary, middle and high school students; satisfying recreational experiences; and opportunity for personal growth and development. To this end, the library provided patrons of all ages with:

- many avenues, both in-house and online, to gather the supplemental information needed to complete assignments;
- high demand best selling fiction, non-fiction and movies;
- pleasure reading to promote lifelong learning;
- the opportunity to study a variety of subjects for personal edification; and
- a variety of programs and events to engage the mind, entertain, and spark creativity.

Library Use

- Circulated 36,960 library items: 57% children, 5% teens and 38% adults
- Counted 18,563 visits to the library
- Hosted 6,740 patrons at 235 library programs
- Added 317 new patrons
- Recorded 11,655 informational visits to our website, cutlerlibrary.blogspot.com

Library Resources

In-House Resources

- The library holds 14,318 materials in a variety of formats including: print, audiobooks, magazines, newspapers, movies and computer programs.
 - 931 new materials were cataloged and added to the collection. 8741 of these items were purchased; 57 items were donated.
 - 1,165 out-of-date, lost, damaged, and non-circulating materials were withdrawn.
- Internet ready computers equipped with Microsoft Word, Excel and Power Point were provided for use, and an Early Literacy Station, equipped with 50 educational software programs for children ages 2 through 10, was available in the Young Readers' Room.
- 24/7 wi-fi was installed to satisfy patron demand.

Online Resources

- **New Hampshire Downloadable Book Consortium**
 - eBooks became available in the Kindle format.
 - Library patrons had access to:
 - 5,325 downloadable audiobooks in MP3 and WMA formats
 - 3,079 eBooks in the epub and Kindle formats
 - 34,000 public domain titles in the pdf format
 - A complete list of compatible devices and detailed instructions for using these free downloadable resources are available on the library website.
- **NHewLink Databases**
 - Library patrons had access to thousands of magazine, journal, newspaper, encyclopedia and other sources, through subscription services provided by the library. These 25 database resources provided homework and research help, as well as recreational reading, in a wide variety of popular and academic subjects. A complete listing of these resources is available on the library's website.
 - Patrons enjoyed the online newsstand, choosing from over 1,700 titles available each month through MasterFile Premier, including such popular titles as Consumer Report's, People, Newsweek, PC World and Money.
 - Patron's who read fiction enjoyed using NoveList, a reader's advisory service that provides information on over 100,000 titles, book award lists and much more.
- **Encyclopedia Britannica Online**

Library patrons searched Encyclopedia Britannica, Compton's Encyclopedia, and the Elementary Encyclopedia for a wide variety of information needs from the comfort of their own homes.





AARON CUTLER MEMORIAL LIBRARY

(continued)

Interlibrary Resources

Litchfield residents had access to materials around the state through the Interlibrary Loan program, in which 1,674 requested items were delivered to the library for pick-up. Patrons also signed petitions to save the Interlibrary Loan Van Service from cuts at the state level.

Library Programming

The Adult Services Department offered:

- All Booked Up, a book discussion group, on the 1st Wednesday of the month at 6:30 p.m.
- Book of the Month Club, with a monthly featured title.
- Novel Destinations, an 8-week summer reading club that included reading, activities and prizes.

The Tween and Teen Services Department offered:

- You Are Here!, a 7-week summer reading club for 6th-12th graders, including reading, crafts, activities, performers and prizes, featuring a Manga Illustration Workshop.
- Other crafts and contests.

The Children's Services Department offered:

- Preschool Story Time on Tuesdays at 10:30 a.m. or Wednesdays at 12:30 p.m.
- Pajama Story Time on the 1st Thursday of the month at 6:30 p.m.
- Make 'n Take Crafts each month.
- Book Bunch, a book discussion group for children age 9-11.
- One World, Many Stories, a 6-week summer reading club for kids age 3-10, including reading, crafts, contests, performers, events and games, featuring Henry the Juggler.
- Library Card Sign-Up Month for 1st graders at GMS, and other crafts and contests.

Other Services

The library also provided photocopying, faxing, and test proctoring to residents.

Community Support

The library relied on the support of the community for the extra touches that make the library a great place to visit. Special thanks go to:

- the Litchfield Garden Club for their continued provision of plantings and maintenance for our beautiful flower beds, as well as our holiday greenery;
- the Friends of the Library for their annual 24/7 Porch Book Sale that puts gently used books into the hands of the community, the Annual Holiday Gingerbread Contest, and their donations of activity passes to the SEE Science Center (Manchester) & Museum of Science (Boston), summer reading funds and prizes, etc.;
- the 35 neighboring businesses that supported our 3 summer reading clubs through donations of prizes and money;
- the 31 individuals who provided the library with a helping hand when it was needed; and
- the "Book Elf" who supplied the library with new children's books that were given away during Library Card Sign Up Month and the Holiday season.

Return on Taxpayer Investment

Weighing taxpayer investment (\$182,496) against the cost for patrons to purchase the materials and services provided to them by the library in 2011 (\$501,363), taxpayers enjoyed a return on investment of \$318,867 or 175%.

An Open Invitation

If you have not been using library services, please pay us a visit. Aside from being a beautiful building, the library is a bright, cheerful space filled with current information and materials, staffed by friendly people who are all too happy to help you find the content you need in-house, across the state or in cyberspace.

Respectfully submitted by, Vicki Varick



DEPARTMENT OF BUILDING SAFETY/HEALTH CODE ENFORCEMENT

New home construction has been the slowest for many years in Litchfield. A total of 10 new dwelling units were built. However, we are seeing continual addition/remodeling and renovation activity which is about the same as 2010. I expect with the interest rates being low, residents will be doing more home improvement projects this coming year.

I am continuing to work on getting building applications and other permits on line. My goal was to have them completed prior to 2011, but it is still a work in progress. With relatively little demand for permits, I have focused on other activities. Another goal for 2011 was completed when contractors came in for electrical, plumbing and mechanical permits; it is now done with one stop service. The contractors have been happy with that change, as well as do it yourself home owners who need permits.

In the area of Health, one change imposed by the NH legislative this past year, was stopping the repair in kind of existing State and Town approved septic systems. As of April 2011, any home or business that has a failed septic system will need to do another test pit, design a new leachfield, and submit it to the State for approval. This has added extra cost to the owner, where in the past, if there was an existing State approved leachfield it could be repaired in place.

As a closing note for 2011, the Halloween snow storm had power out for 95% of Litchfield for approximately 6 days. Being an early snow storm, more tree damage occurs due to leaves still on the trees, thus knocking down more power lines. The early snow sealed the decision for residents contemplating a purchase of a generator. As the year ends, I was working with many residents on generator installation permits.

In closing, I hope the economy improves for all the residents of Litchfield. I thank you for your support over the past year. I would also like to thank all my co-workers and I hope 2012 is a better year.

Kevin Lynch
Code Enforcement/Building Official
Health Officer

Permits for 2011

<u>Types of Permits</u>	<u>Count</u>
Dwelling Units	10
Additions/Garages/Renovations	89
Temporary	1
Swimming Pools	13
Mechanical	82
Electrical	85
Plumbing	17
Septic Test Pit/Leach Fields	10
Well	3
Manufactured Home Replacement	1
Total Permits Issued	311
Estimated value for Construction of New Units, Renovations, Additions, Garages, etc	\$5,714,772.00
Large Project for 2011	New Asphalt Plant
Permit Fees Collected in 2011	\$22,730.00



LITCHFIELD ZONING BOARD OF ADJUSTMENT

The Litchfield Zoning Board of Adjustment (ZBA) has 5 members appointed by the Board of Selectmen. The Board meets at 7 P.M. on the second Wednesday of each month in the Town Hall meeting room to hear requests from applicants to appeal administrative decisions and requests to grant variances, special exceptions or equitable waivers.

Section 1: Membership and Assignments

There are currently 5 members and 3 alternates on the Board. The Chair, Vice-Chair, and Clerk positions are nominated by ZBA members each year in May.

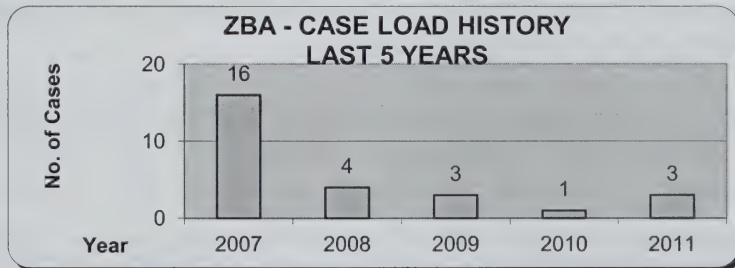
- Eric Cushing and John Regan were reappointed by the Board of Selectmen for another three years.
- Laura Gandia was nominated Vice-Chair Person in November for another one year term.
- Richard Riley was nominated Chair Person in November for another one year term.
- The Board reviewed the role of the Clerk position and made a determination that those responsibilities could be reassigned to gain efficiencies in how the ZBA handles administrative tasks. In November the Board voted to leave the position of Clerk vacant until their review is completed and a final decision to permanently eliminate the Clerk position can be considered.

		<u>Membership Start</u>	<u>Term Expiration Date</u>	<u>Years of Service</u>
Members:	Eric Cushing	2005	March 2014	7
	Laura Gandia - Vice Chair.	2000	March 2012	12
	Albert Guilbeault	2005	March 2013	7
	John Regan	1998	March 2014	14
	Richard Riley Jr – Chair.	2003	March 2013	9
Alternates:	Thomas Cooney	2007	March 2012	5
	John Devereaux	2003	March 2013	9
	Gregory Lepine	1990	March 2012	22

****** I would like to call special attention to Greg Lepine, John Regan and Laura Gandia for their long standing service on the ZBA and by extension to the Town of Litchfield.

Section 2: Case Load and Decisions

In 2011 the Board heard testimony and made decisions on three (3) new cases.



Of the total case load heard in 2011:

- There were three requests for a Variance.



LITCHFIELD ZONING BOARD OF ADJUSTMENT

(continued)

Section 3: Budget

TOWN OF LITCHFIELD							
ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE							
Period: January 2011 to December 2011							
Account Number	Account Name	Current Year Budget	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Remaining
01-4191.30####	Report Totals	2228.00	703.90	1487.74	0.00	740.28	33.23

In 2011 the Board continued our focus on managing expenses. I would also like to point out that in 2011 the ZBA members donated miscellaneous office supplies and have voluntarily declined mileage reimbursements for travel related to site walks and training.

Section 4: Training, Seminars, Certifications

- ZBA Member and Vice-Chairperson, Laura Gandia, attended the NHOEP Spring Planning and Zoning Conference training

Section 5: Miscellaneous Business

- In 2011 the ZBA updated their application submittal process to include a provision which would allow applicants to submit requests directly to the Litchfield Building and Zoning Administrative Officer. Prior to this change applicants had to attend a regularly scheduled ZBA meeting to submit their application to the Board and then return at a later date for their case to be heard. Additional evaluation must be completed before final acceptance of changes to the application submittal process:
- In November 2011 the Board drafted a proposed revision to the ZBA By-Laws. The most significant changes are outlined below;
 - *Change Section 3 to delete the position of Clerk. Reference to the ZBA Clerk responsibilities was removed from all other sections of the document.*
 - *Change Section 4.5 to define the new application submittal process which allows applicants to submit their ZBA requests directly to the Building and Zoning Administrative Officer.*
 - *The proposed revisions are currently under review. A copy of the draft is available upon request by contacting the ZBA Chairperson.*

I'd like to thank all the Board members and alternates for the time they spent this past year performing this important service for the town.

Respectfully submitted,

Richard Riley - Chairperson
Litchfield Zoning Board of Adjustment



2011 ANNUAL REPORT OF NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

The Nashua Regional Planning Commission is formed by the thirteen communities of Litchfield, Hudson, Pelham, Merrimack, Nashua, Amherst, Hollis, Brookline, Milford, Mont Vernon, Lyndeborough, Wilton, and Mason.

NRPC serves as a resource to support and enhance local planning, provides a forum for communities to coordinate land use, environmental and transportation planning at the regional level, and provides a clear voice for the region at the state and federal levels. Our core planning programs are transportation, land use, environment, and mapping. NRPC is also the designated Metropolitan Planning Organization (MPO) for the region and is responsible for developing and maintaining the region's official transportation planning program for transportation projects that are funded through Federal or State sources.

In 2011, NRPC provided the assistance summarized below directly to Town Departments, land use boards and commissions and the Board of Selectmen. Town officials, staff and board members also have access to the many training and educational programs NRPC offers and may request customized services through NRPC programs.

TRANSPORTATION

NRPC is responsible for developing the region's portion of the State's Transportation Improvement Program (STIP), maintaining the regional traffic model, and performing required air quality analyses. In addition, NRPC MPO funds are used to provide municipal technical assistance on transportation issues.

Third River Crossing – With the recent opening of the Manchester Airport Access Road (MARR), NRPC began a traffic volume monitoring program to assess the impact of the MARR opening on the Town of Litchfield. Baseline data was collected prior to the opening of the MAAR and will be compared to data collected in the spring of 2012 in order to quantify the impact of the bridge opening. Additionally NRPC will hold a Third River Crossing summit in 2012 to facilitate discussion between officials from towns of Litchfield, Hudson, Merrimack and the City of Nashua to develop a path towards a mutually agreeable east west travel solution between the communities.

Traffic Data Collection – NRPC continued its robust traffic data collection program. These traffic counts are available for use by the Town and NRPC can conduct special counts upon request. The count data is available to anyone through the NRPC website using the Google Maps feature and more detailed data from each count is available upon request.

Transportation Improvement Program – As the designated MPO for the region, NRPC maintains the Transportation Improvement Program (TIP). The TIP is a document required under federal transportation regulations that shows that there are sufficient resources to fund the proposed projects. All federally funded highway improvements must be included in the region's TIP in order to receive federal funding. NRPC is responsible for the development and maintenance of the TIP so that federal highway transportation dollars are available to Litchfield and the rest of the region.

Congestion Mitigation Air Quality (CMAQ) Program - The CMAQ program provides funding opportunities for communities to address transportation needs that have a direct and beneficial impact on air quality in the region. Typical projects include intersection signalization improvements and improvements to transit service.



NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

(continued)

Road Inventory – During 2011, NRPC staff prepared the updated data in the town Road Inventory. This data set allows officials from the Town and NH DOT to have the most up to date information of Litchfield's roads and will be used for planning road improvements in the community. This data also forms the basis for the Town's allocation of Transportation Block Aid from the State.

Metropolitan Transportation Plan (MTP) – During 2011, NRPC began a major update to the region's Metropolitan Transportation Plan. The purpose of this document is to identify the long term transportation needs of the region. It provides a mechanism for the communities of the region to have a voice in the transportation planning process and decisions. NRPC staff worked closely with Town of Litchfield staff to identify local transportation improvements that benefit the Town. Including these projects in the MTP will provide the opportunity for future funding through the states Ten Year Plan Process.

NH Capitol Corridor Passenger Rail Project – During the course of 2011 NRPC continued to work toward the development of the NH Capitol Corridor project. Activities this year included participation on the New Hampshire Rail Transit Authority, the operating entity for the rail project, and a study of the land use and zoning in North Merrimack for the possible development of a rail station.

Regional Traffic Model – NRPC is updating the regional traffic model in conjunction with the release of new U.S. Census data and regional employment and journey to work data. This update will also allow NRPC to provide morning and afternoon peak hour traffic forecasts, as well as more accurately model traffic signalization and intersection issues. This will allow NRPC to provide more specific information to the town when assessing the impact of traffic from new development. This capability is available for town use whenever there is interest, without cost, and the town staff has utilized NRPC traffic expertise on several occasions to help study critical intersections and development issues.

Population Projections – In the absence of updated projections from the NH Office of Energy and Planning State Data Center, NRPC staff have developed population projections for the Town of Litchfield that will aid in community planning through 2040. The projections are based upon the 2010 existing male and female population, broken down by 5 year age cohorts, and projected in 5 year increments through 2040; allowing the town to plan for its future demographic composition including school age, workforce and senior populations. Incorporated into the projection model are recent birth rates, standard survival rates, and an estimate of the future migration that considers known and anticipated future economic development, housing construction, and recent trends. Additionally, NRPC is developing similar projections for all towns in the region as is Southern NH Planning Commission, allowing Litchfield to track its future in comparison with neighboring communities.

Human Service Transit Coordination –The NRPC has been the leader in the state in this process and was recognized as the first Regional Coordinating Council. In the coming years it is anticipated that this project will lead to increased transit service throughout the NRPC region and help meet the transportation needs of many seniors and disabled adults without transportation options.

Safe Routes to Schools Program - The Safe Routes program encourages children to bike or walk to school through education and incentives that remind children how much fun biking and walking can be. The program also addresses the safety concerns of parents by encouraging greater enforcement of traffic laws, exploring ways to create safer streets, and educating the public about safe biking, walking, and driving practices. NRPC continues to pursue Safe Routes to School funding for communities and school districts in the region.



NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

(continued)

LAND USE AND ENVIRONMENT

Comprehensive Economic Development Strategy (CEDS) – NRPC Staff provides analysis and staff support to the Regional Economic Development Center of Southern New Hampshire to develop the Regional Comprehensive Economic Development Strategy (CEDS). A CEDS is the result of a local planning process designed to guide the economic growth of a region and is required to qualify for assistance from the U.S. Economic Development Administration (EDA) under its Public Works and Planning Programs.

NRPC Energy Program – In 2011, NRPC continued to provide technical assistance to increase municipal energy efficiency in the Nashua Region through the Energy Technical Assistance and Planning program (ETAP). ETAP is funded by the American Recovery and Reinvestment Act and is being administered through the NH Office of Energy and Planning. Through this program, NRPC staff worked with the Town of Litchfield along with 10 additional towns and 6 school districts to form an aggregation for electricity supply. As a result of a successful bidding process, the Town will see a substantial savings on its municipal electricity bills.

Resources and Training – Through the iTRaC (Integrating Transportation and Community Planning) Program, NRPC provided a wide array of resources to town boards and staff. Fact sheets were developed on Transit Oriented Design, Overlay Districts, Bike and Pedestrian Planning, Performance Zoning and the Sustainability Series Overview. Two Planning Board and Zoning Board trainings were also offered as well as a workshop on roundabouts.

The iTRaC Program awarded the first Exemplary Spaces Awards in 2011. Awardees exhibited examples of excellent planning and design. Future awards will be granted for residential, commercial and industrial, and public spaces in the Nashua Region that exemplify the successful use of innovative planning techniques, site design, and aesthetic appeal and to recognize examples of excellent planning that enhances the community.

Household Hazardous Waste Program – Household Hazardous Waste (HHW) comes from everyday products used in the home, yard, or garden. By definition, they are corrosive, flammable, toxic, or reactive. Non-latex paint, solvents, oven cleaner, pool chemicals, pesticides, drain opener, and auto chemicals are just a few examples. The Nashua Regional Planning Commission holds HHW Collections each year to allow residents to properly dispose of these products. During these events, participants can also recycle unwanted electronics.

The Nashua Regional Solid Waste Management District held six collections during the 2011 Household Hazardous Waste season. In 2011, a total of 1,032 households participated in the HHW collections District-wide; of those, 29 households came from Litchfield. A total of 71,348 pounds of material was collected in 2011. Litchfield residents removed roughly 2,005 pounds of hazardous waste from the waste stream.

Development Review and Planning Services - Part of NRPC's comprehensive services is to offer direct local land use planning assistance. The Town of Litchfield utilizes contract planning services to directly assist the Planning Board. Services include assistance to applicants in submitting subdivision or site plan applications, written reviews of submissions to the Planning Board, attend hearings and work sessions to assist and answer questions, and support the Board and Town staff in preparing notices, draft amendments and warrants for Town Meeting.



NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

(continued)

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

General Mapping and Spatial Data Maintenance - The GIS staff at NRPC continues to maintain a diverse collection of mapping information and databases including local roads, real property parcels, zoning, land use, and environmental conditions. This data is applied extensively to provide mapping and analysis for local and/or regional projects. NRPC continued its quarterly updates to the town parcels layer, using the Registry of Deeds database to update the town digital parcel map to include all changes to property data. This item is a critical component of many projects conducted in the town and is always available to the town from NRPC free of charge. NRPC also worked with the assessing department to acquire the latest set of land use and housing data to join geographically for improved mapping and data analysis.

Other layers updated upon request or notice included roads, road names, zoning, conserved lands, and land use.

Census Data – NRPC collected and synthesized hundreds of datasets from the 2010 U.S. Census and the ongoing American Community Survey estimate program. Data is available at several geographic levels, from the State and Town all the way down to small Census Blocks. NRPC has presented local and regional data at several meetings throughout the year and even created an online tutorial on how to access even more data using American Fact Finder, the Census's official website. This data has been, and will continue to be, extremely important in planning efforts and decision making for Litchfield. Updated numbers in categories such as population, race, language, employment, and housing can now be used in local plans, and will be the inputs to the updated travel demand model.

Broadband Mapping – NRPC provided data collection support to the New Hampshire Broadband Mapping and Planning Program. Tasks in the Town of Litchfield included collection broadband information from “community anchor institutions” – schools, town facilities, medical facilities, etc – and sending them to UNH for inclusion in statewide maps which help show where any service is lacking, or where better service is needed.

For more information contact Kerrie Diers, Executive Director at 603-424-2240, ext. 12 or via email at kerried@nashuarpc.org or visit the NRPC website at www.nashuarpc.org.

EXISTING CONDITIONS: Households and Housing

Community	Total # Households					Average HH Size				
	1990	2000	2010	Δ 90-00	Δ 00-10	1990	2000	2010	Δ 90-00	Δ 00-10
Amherst	2,988	3,590	4,063	20.1%	13.2%	3.03	3.00	2.76	-0.03	-0.24
Brookline	811	1,343	1,631	65.6%	21.4%	2.97	3.11	3.06	0.14	-0.05
Hollis	1,942	2,440	2,811	25.6%	15.2%	2.93	2.88	2.73	-0.05	-0.15
Hudson	6,630	8,034	8,900	21.2%	10.8%	2.92	2.83	2.73	-0.09	-0.10
Litchfield	1,725	2,357	2,828	36.6%	20.0%	3.20	3.12	2.92	-0.08	-0.20
Lyndeborough	451	560	643	24.2%	14.8%	2.87	2.83	2.62	-0.04	-0.21
Mason	423	433	529	2.4%	22.2%	2.87	2.65	2.61	-0.22	-0.04
Merrimack	7,439	8,832	9,503	18.7%	7.6%	2.97	2.84	2.67	-0.13	-0.17
Milford	4,463	5,201	5,929	16.5%	14.0%	2.61	2.58	2.53	-0.03	-0.05
Mont Vernon	582	693	838	19.1%	20.9%	3.07	2.90	2.87	-0.17	-0.03
Nashua	31,051	34,614	35,044	11.5%	1.2%	2.53	2.46	2.42	-0.07	-0.04
Pelham	2,907	3,606	4,357	24.0%	20.8%	3.24	3.03	2.96	-0.21	-0.07
Wilton	1,152	1,410	1,418	22.4%	0.6%	2.71	2.65	2.59	-0.06	-0.06
Region	62,564	73,113	78,494	16.9%	7.4%	N/A	N/A	N/A	N/A	N/A
Hillsborough County	124,567	144,455	155,466	16.0%	7.6%	2.64	2.58	2.53	-0.06	-0.05
New Hampshire	411,186	474,606	518,973	15.4%	9.3%	2.62	2.53	2.46	-0.09	-0.07



LITCHFIELD CABLE ADVISORY COMMITTEE

December 31, 2011 marks the end of the seventeenth year of work by the Litchfield Cable Advisory Committee.

This is the tenth annual report being submitted to the Litchfield Board of Selectmen and citizens of Litchfield. During this time, the committee members have continued to work collaboratively with the Board of Selectmen in the oversight and coordination of the services provided to the town in the area of cable television. As in past years, the Cable Advisory Committee takes great pride in their accomplishments and the services that they provide to the town of Litchfield.

Highlights for 2011-

-We installed new state-of-the-art digital recording and playback systems at our two major cable casting facilities at the Town Hall and Campbell High School. This has allowed us to free ourselves from having to maintain an outdated DVD recording and playback process, and it has eliminated the need to transport DVD's between facilities.

-Additionally, this new digital technology has allowed us to make available all town meetings on the internet. These meetings can be streamed from your computer at home any time of the day or night. If you have not already checked out this service please do so at <http://lctv.pegcentral.com/index.php>

-Along with the Board of Selectmen, School Board, Budget, and Mosquito Control District meetings, we added the Planning Board meetings to our programming.

-We would like to make a belated public welcome to our newest cable advisory board member, Russell Blanchette. Russ is now pretty well known to those of you who have seen him operating the equipment at the Board of Selectmen and School Board meetings.

-We renewed our town cable television contract with Comcast Corporation for a 10-year period.

This will be covered in next year's annual report but in 2012 we will be installing newer cameras and microphones at both the Town Hall and Campbell High School which will provide better camera angles, better images, and improved sound.

At the close of 2011 we continue to operate three local channels, twenty-four hours a day, seven days a week, that provide Selectmen, Budget, Planning Board, Mosquito Control District, and School board meetings (both live and re-broadcast), emergency and safety information, as well as local school events produced with the help of the Campbell High School staff and students.

In closing, I am proud to present the 2011 Annual Report of the Litchfield Cable Advisory Committee. We continue to be a very small volunteer organization. It takes many hours a week to produce and record programming and maintain the automated playback systems that provide the programming that you see on Channels 20, 21, and 22.

As in years past, I would again like to take this opportunity to extend my recognition and appreciation to the Litchfield Cable Advisory Committee members. As always, their dedication, knowledge, technical assistance, self-sacrifice and patience have proven invaluable.

Respectfully Submitted, Dick Pentheny, Chairperson



CEMETERY TRUSTEES

The year 2011 was a very busy one for the Litchfield Cemetery Trustees. All three of the Town's elected Trustees attended the annual New Hampshire Trustees' Conference in Concord, NH, in June.

The summer of 2011, saw a survey of the Pinecrest Cemetery land conducted by Joseph M. Widert, land surveyor, under the direction of Neil Smith. Having completed the survey of land at the Pinecrest Cemetery, the Trustees are in the process of having a fence installed to encompass all 6.4 acres of land. Both, the Church Graveyard and the Hillcrest Cemetery, have been surveyed in recent years and are properly fenced according to statutes of the State of New Hampshire, which require that all cemeteries in the State be enclosed by a proper fence.

Beginning in the spring of 2012, Kai Nalenz, proprietor of Gravestone Services of New England, located in Bedford, NH will begin a complete restoration of all of the broken and otherwise damaged stones in all three of the cemeteries. This project is being done without the expenditure of any taxpayer funds. Funding is being provided by the old cemetery association funds which had accrued for many years from the sale of grave plots. These funds have been designated for the restoration of damaged monuments in all three of the Town cemeteries.

This past summer, it became apparent, through use of old maps and remaining stone markers, that part of the old town burial grounds on the river's edge, across from the Litchfield Historical Society building, still remains intact. A designation of this site is planned for the near future.

The Cemetery Trustees are currently in the process of updating a booklet of rules and regulations and rights of interment for our Town Cemeteries. Any suggestions that Town citizens would like to make concerning rules and regulations should be directed to the Cemetery Trustees or to Cemetery Association Members.

Respectfully submitted by,

Dr. Steven P. Calawa
Treasurer
Litchfield Cemetery Trustees



Pinecrest Cemetery



STORM WATER MANAGEMENT PROGRAM

WHAT CAN YOU DO?

In order to protect and preserve our ecological resources, be sure to take the following preventive measures for:



Lawn/Yard Care

Excess fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. Yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.

- ✓ Don't over water your lawn, gardens, or other outdoor areas. Consider using a soaker hose instead of a sprinkler. Berm lawn and yard to prevent water run-off and encourage water absorption (infiltration).
- ✓ Preserve and plant trees and shrubs to help keep soil in place.
- ✓ Use pesticides and fertilizers sparingly. If necessary, only use recommended amounts.
- ✓ Use organic mulch or safer pest control methods.
- ✓ Compost or mulch yard waste.
- ✓ Cover piles of dirt or mulch.
- ✓ Recycle as much as possible.
- ✓ Use a broom to sweep and collect sediment and organic matter on sidewalks and driveways. Collect sand used on driveways and sidewalks for future use or disposal.
- ✓ Use de-icing materials sparingly on driveways and sidewalks.
- ✓ Drain swimming pools onto expanse lawns or other vegetated areas.



Small Farms

Agricultural run-off from farming activities increases the amounts of coliform and organic matter in downstream water supplies. Small farming activities such as cow, sheep, and goat grazing, as well as waste from chicken coops, hog or pig pens, horse corrals, etc. can also contribute to wastewater runoff if not properly maintained.

Septic Systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by storm water and discharged into nearby water bodies. Pathogens can cause public health and environmental concerns.

- ✓ Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- ✓ Don't dispose of household hazardous waste in sinks or toilets.

Auto Care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system. Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a water body. For example, one quart of oil can contaminate up to 2 million gallons of water.



- ✓ Use a commercial car wash that treats or recycles its wastewater or wash your car on your yard so the water infiltrates into the ground.
- ✓ Dispose of used auto fluids and batteries at designated recycling and drop-off locations.

- ✓ Prevent gas and oil leaks and spills.
- ✓ Have your motor vehicle routinely serviced.

Pet Waste

Pet waste can be a major source of bacteria and excess nutrients in local waters.

- ✓ When walking your pet, remember to pick up the waste and dispose of it properly. Flushing pet waste is the best disposal method.
- ✓ Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local water bodies.



Prevent Storm Water Runoff

There are several ways to help prevent storm water runoff.

Here are some examples:

- ✓ Plant trees, shrubs, and ground cover.
- ✓ Use a barrel to collect rain and store water for gardening.
- ✓ Redirect downspouts from paved areas to vegetated areas. Guide storm water onto grass or other vegetated areas by using berms or dikes.
- ✓ Use wooden planks, bricks, or interlocking stones for walking areas and patios.
- ✓ Clear away fallen trees and debris from natural waterways and storm water drains.



***Copied from UNH Energy and Campus Development**
www.unh.edu/ecd/stormwater



TOWN CLERK/TAX COLLECTOR

Motor Vehicle Registrations: Residents of Litchfield have more options when it comes time to renewing registrations. You may come to the office and pay with either cash, check or credit card (MC, Disc or Amex), surf to www.litchfield.nh.gov and renew online using your checking account or MC, Visa, Discover or Amex (your decals are mailed to you), or renew by mail using a check the renewal notice and return in the envelope provided to you.

Litchfield is on-line with the State of New Hampshire so we are able to register vehicles up to 26,000 pounds. We can issue vanity plates and we can renew those late renewals right here in our office. Residents only have to write one check to the Town to pay for registrations now.

When registering a new vehicle the individual listed first on the title paperwork **MUST** be present when doing the first registration.

When renewing a registration for another individual you must present your driver's license.

To register a Title Exempted Vehicle for the first time the law (RSA 261:2-a) requires that **in addition to a bill of sale** a person registering a 1997 Model Year vehicle (or older) must present additional documentation on the vehicle. The owner must present one of the following additional documents: a previously issued NH Registration (a photocopy is okay), a valid NH or Out of State Title (a photocopy is okay), or a completed "Verification of Vehicle Identification" form (Form 19A) which can be obtained from the Town Clerk's office, Police Department, or a local inspection station.

Inspection stickers for a vehicle renewal need to be in place by the 10th day of the following month of your renewal due date. Late renewals do not get a 10-day grace period. Every trailer and semi-trailer (including campers) with a registered weight of 3,001 pounds or greater shall be inspected (Saf-C 3209.06). Campers and motorcycles are to be inspected by July 1 of each year and will get a sticker with a number 6. All other trailers, such as utility trailers or snowmobile trailers, are inspected by birth month like regular vehicle registrations.

Internet users can go to the Department of Motor Vehicle site: www.egov.nh.gov/platecheck/pass.asp to check for initial plate availability. State of NH Motor Vehicle Agency phone numbers are: NH Title Bureau: 271-3111, Concord Motor Vehicle Registration: 271-2251, Walking Disability Desk: 271-2275, & TTD (hearing impaired): 1-800-735-2964. Driver licensing is done in Manchester, Milford, Nashua, Salem or Concord.

Elections: There are several elections this year; January 10th, March 13th, September 11th, and November 13th. Voting is the most fundamental right in a democracy because it is through voting that citizens protect all other rights by carefully selecting the public servants who guide and direct our self-governance. You can come to the Town Clerk's office to register to vote. You may also register to vote on Election Day. You are eligible to vote if you are 18 years of age or older on Election Day, are a US citizen and are domiciled in New Hampshire. A person can have several residences, but may have only one voting domicile. You have to provide your driver license or social security card at the time of registration. If you are currently on the checklist please check to update your information. Voter registration cards are now required by the State of NH to show place of birth and driver's license or social security number. Any change of address, name change, or party affiliation change should be updated with the Supervisors of the Checklist.

Vital Records: The fee for a marriage license this year has increased to \$45.00. There is a fee of \$15.00 for the first copy of a death, birth or marriage certificate and \$10.00 each for extra copies.

Dogs: There were 1,646 dogs licensed in 2011. **DOG TAGS EXPIRE APRIL 30 OF EACH YEAR.** Residents can renew dog licenses starting January 2nd. This year, the Town Clerk will be at the annual Rabies Clinic to issue dog licenses. If you show the rabies certificate from the previous year the Vet can administer a 3-year rabies shot instead of the 1-year shot.



TOWN CLERK AND TAX COLLECTOR

(continued)

There is a minimum of a \$25.00 fine for failure to register your dog in a timely manner plus monthly late charges. **If you no longer have your dog please drop us a quick note to let us know or call us at 424-4045. IMPORTANT:** Review your previous license to make sure that your dog's rabies vaccination is up-to-date. If you cannot find your vaccination certificate or license from 2011 call the office and we can research your records. You may renew your dog's license via the mail or the internet as long as the rabies vaccine is up to date. To register by mail please include: a check made payable to the Town of Litchfield (**NO CASH PLEASE**), and a self-addressed-stamped envelope for return of your new license and dog tag. To register via internet go to www.litchfield-nh.gov and click on the icon of the dog.

License fees: Puppies (3-7 months) or spayed/neutered over 7months	\$6.50
Male / Female (not spayed/neutered)	\$9.00
Senior owner (over 65)	(for one dog) \$2.00

NH Hunting, Fishing Licenses and OHRV: January 2008 the Town Clerks' office started issuing New Hampshire Hunting and/or Fishing License. In October 2009 we started issuing OHRV Licenses.

Town Clerk/Tax Collector News: As Town Clerk/Tax Collector for the Town of Litchfield, I completed four years of the state certification program in 2007. In 2010, I was recertified until 2015. I am now a Certified Town Clerk/Tax Collector in the State of New Hampshire. In 2009 I was nominated by the NH Tax Collectors Association as the Conference Coordinator for the State. It is a pleasure and honor to be a resident and public servant for Litchfield. I am very proud of where I grew up and currently reside. I am so proud to represent Litchfield at the meetings and conferences that I am required to attend throughout New Hampshire. My door is always open to anyone that has a suggestion.

Tax Collector Lien/Deed Calendar for 2012 **Dates and fees subject to change*

Jan – 2012	Delinquent notice of all taxes owed	No charge
February, 2012	Notice of impending lien certified to property owners	\$18.00
	2 nd or subsequent parcel	\$2.00
April, 2012	Notice of impending tax deed certified to property owners	\$16.00
April, 2012	Execution of Tax Lien	\$18.50
	2 nd or subsequent parcel	\$8.00
March, 2012	Identifying mortgagee holders (for Liens)	\$13.00
March-2012	Notice of executed tax lien to mortgagee holders	\$16.00
April, 2012	Identifying mortgagee holders (for Deeding)	\$18.00
April, 2012	Notice of impending tax deed to mortgagee holders	\$16.00
June, 2012	Execution of Tax Deed	\$10 plus recording fees



Town Clerk / Tax Collector Office Hours:

Monday 10:00 AM to 6:00 PM
Tuesday – Friday 7:30 AM to 3:00 PM
Address: 2 Liberty Way, Suite 3, Litchfield, NH 03052
Phone: (603) 424-4045
Fax: (603) 424-8154
Email: tbriand@litchfieldnh.gov

Town Clerk/Tax Collector Office Calendar for 2012 **dates subject to change*

January 2, 2012	CLOSED
January 16, 2012	Martin Luther King – CLOSED also State Offices Closed
February 4, 2012	Deliberative Session – Town-Campbell High 10:00 a.m.
April 2012	Tax Lien Execution
February 20, 2012	President's Day – OFFICE CLOSED
March 13, 2012	Town Election Day – OFFICE OPEN
April, 2012	Rabies Clinic – Location- Fur & Feathers Rte 102
May 28, 2012	Memorial Day – OFFICE CLOSED
July 4, 2012	Independence Day- OFFICE CLOSED
September 3, 2012	Labor Day- OFFICE CLOSED
October 8, 2012	Columbus Day- OFFICE CLOSED
October 17 – 19, 2012	Annual Town Clerk/Tax Collector Conference – OFFICE OPEN
November 12, 2012	Veteran's Day- OFFICE CLOSED
Nov. 22-Nov. 22, 2012	Thanksgiving Holiday- OFFICE CLOSED
December 24, 2012	Christmas Eve- Hours- 7:30a.m.-12:30a.m.
December 25, 2012	Christmas Day –OFFICE CLOSED
December 31, 2012	New Years Eve- Hours 7:30a.m.-12:30a.m.

Respectfully Submitted,
Theresa L. Briand, Town Clerk/Tax Collector



RESIDENT MARRIAGE REPORT

01/01/2011-12/31/2011

Name	Residence	Name	Residence	Issuance	Marriage	Marriage
BERG, WILLIAM D	LITCHFIELD, NH	DOMINICK, DONNA M	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	01/01/2011
BROUGHTON, JOSHUA S	BEVERLY, MA	DAGER, ALYSSA M	LITCHFIELD, NH	BEDFORD	BEDFORD	01/02/2011
PATTERSON, CLARK R	SEABROOK, NH	STANLEY, BARBARA J	LITCHFIELD, NH	SEABROOK	SEABROOK	02/14/2011
GAUMONT, SCOTT A	LITCHFIELD, NH	FILADORO, CRYSTAL L	LITCHFIELD, NH	NASHUA	HAMPTON FALLS	03/01/2011
HALLOWELL III, BRUCE E	HUDSON, NH	SCHOFIELD, HEATHER M	LITCHFIELD, NH	NASHUA	MANCHESTER	03/16/2011
HUGHES, ADAM W	LITCHFIELD, NH	DENNING, KRISTEN L	NASHUA, NH	NASHUA	NASHUA	04/08/2011
DESJEAN, CHRISTINE A	LITCHFIELD, NH	DESMOND JR, ROBERT W	LITCHFIELD, NH	LITCHFIELD	MANCHESTER	06/10/2011
HARRIS, KATIE M	LITCHFIELD, NH	ARCHAMBAULT, DOUGLAS	LITCHFIELD, NH	LITCHFIELD	HAMPSTEAD	07/09/2011
YOREK, JANET D	MERRIMACK, NH	BASEY, WESLIE A	LITCHFIELD, NH	LITCHFIELD	HUDSON	07/23/2011
AMBROSINO, DEBRA A	LITCHFIELD, NH	HALVORSEN, RONALD T	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	08/20/2011
BROWN, KYLA J	LITCHFIELD, NH	LUQUETTE JR, WILLIAM E	LITCHFIELD, NH	LITCHFIELD	AUBURN	08/28/2011
CURRIE, DEVIN H	LITCHFIELD, NH	BALLOK, ALICIA E	LITCHFIELD, NH	HANOVER	HANOVER	09/03/2011
RILEY, LISA A	LITCHFIELD, NH	KARSTOK, DAVID A	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	09/10/2011
REDA, RANDY A	LITCHFIELD, NH	SMITH, JACLYN M	LITCHFIELD, NH	LITCHFIELD	DERRY	09/10/2011
LANG, JANET V	LITCHFIELD, NH	FRAGALA, RYAN C	LITCHFIELD, NH	LITCHFIELD	MANCHESTER	09/10/2011
HIGGINS, BRETT M	LITCHFIELD, NH	CASTONGUAY, CHANTELE	LITCHFIELD, NH	DERRY	NASHUA	09/10/2011
OSBORNE, MATTHEW R	LITCHFIELD, NH	HANSON, JESSI L	LITCHFIELD, NH	LITCHFIELD	NASHUA	10/22/2011
STARRETT, STEPHANIE L	LITCHFIELD, NH	SMITH, MARK A	LYNN, MA	LITCHFIELD	WINDHAM	11/20/2011

Total number of records 18



RESIDENT BIRTH REPORT

01/01/2011-12/31/2011

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
COLE, ADELINE MONIQUE	01/08/2011	NASHUA, NH	COLE, TIMOTHY	COLE, CHANTAL
QUALEY, EMMETT VAN	02/01/2011	CONCORD, NH	QUALEY, JASON	QUALEY, MARY
KUEHN, CONNOR WILLIAM	02/28/2011	MANCHESTER, NH	KUEHN, MARK	KUEHN, JENNIFER
SABIN, LOGAN ROSS	03/08/2011	NASHUA, NH	SABIN, ROSS	SABIN, TRACEY
ALGEO, JOHN DAVID	04/03/2011	NASHUA, NH	ALGEO, PATRICK	ALGEO, AMY
RANK, EVELYNN REGINA-RAE	04/18/2011	DERRY, NH		RANK, AMANDA
KELLEY, JASMINE MAE	04/20/2011	NASHUA, NH	KELLEY, JAMES	KELLEY, SUZANNE
MOORE, LYLAH PATRICIA	06/03/2011	NASHUA, NH	BIELECKI, CHRISTOPHER	MOORE, RHONDA
KIDD, APRIL HANNAH	07/05/2011	NASHUA, NH	KIDD, MICHAEL	KIDD, DANIELLE
BRADY, BLAKE SCOTT	07/08/2011	MANCHESTER, NH	BRADY, ADAM	BRADY, MARGARET
MORGAN, JAMIESON ROSS	07/19/2011	MANCHESTER, NH	MORGAN, BRIAN	MORGAN, DANIELLE
LEIGHTON, MADELYN DAVIS	08/19/2011	NASHUA, NH	LEIGHTON, JOSEPH	LEIGHTON, MICHELLE
BORST, EMILY FAITH	08/24/2011	NASHUA, NH	BORST, CHRISTOPHER	BORST, KELLEY
BURNS, MCNALLY	08/28/2011	DERRY, NH	BURNS, CHRISTOPHER	MARKHAM-BURNS, MARADITH
LEFEBVRE, JAYCEE LORRAINE	09/06/2011	NASHUA, NH	LEFEBVRE, JUSTIN	JOHNSON, SHEENA
LABRIE, CONNOR JAY	09/06/2011	MANCHESTER, NH	LABRIE, CHAD	LABRIE, LAUREN
WEBBER, BRIAN STEVEN	09/28/2011	NASHUA, NH	WEBBER, STEVEN	WEBBER, APRIL
GILBERT, EMILY GRACE	10/05/2011	NASHUA, NH	GILBERT, TIMOTHY	GILBERT, JENNIFER
OUELLETTE, EMILY MARY	10/16/2011	NASHUA, NH	OUELLETTE, SCOTT	OUELLETTE, ALISON
KING, SIENA ROSE	10/20/2011	NASHUA, NH	KING, COREY	KING, DENISE
ALWAN, ZANE HYDER	10/24/2011	CONCORD, NH	ALWAN, HAIDER	ALABDULLA, SALLY
ULLIANI, LUCAS PAUL	10/31/2011	NASHUA, NH	ULLIANI, LEE	ULLIANI, CASANDRA
MONTMINY, CHARLES ANDRE	11/01/2011	NASHUA, NH	MONTMINY, CHRISTIAN	MONTMINY, NICOLE
LEVEILLE, ANNIKA GRACE	11/09/2011	NASHUA, NH	LEVEILLE, SCOTT	LEVEILLE, JESSICA
BLUNDON, ZACHARY WILLIAM	11/16/2011	NASHUA, NH	BLUNDON, CHRISTOPHER	BLUNDON, MEGHAN
SMALL, MICAH EDWARD	12/07/2011	NASHUA, NH	SMALL, MICHAEL	SMALL, ANDREA
KINCHLA, NATALIA MARIE	12/20/2011	NASHUA, NH	KINCHLA JR, ROBERT	EMERY, KATHERINE
HARMON, NATALIE JEAN	12/22/2011	MANCHESTER, NH	HARMON, ROBERT	HARMON, PAMELA



RESIDENT DEATH REPORT

01/01/2011-12/31/2011

Decedent's Name	Death Date	Death Place	Father's Name	Mother's Maiden Name	Military
SOULARD, RUSSELL	01/04/2011	LITCHFIELD	SOULARD, ROLAND	JEAN, ANTOINETTE	N
SPENCER, TIMOTHY	01/28/2011	MERRIMACK	SPENCER, GORDON	UNKNOWN, CECILE	N
SINIBALDI, LILLIAN	02/05/2011	MERRIMACK	LOSIER, JOHN	ST HILAIRE, BEATRICE	N
PEPIN, FLORENCE	02/13/2011	HUDSON	DAWSON, GRAHAM	CURTIS, GLADYS	N
DINA, PAMELA	02/18/2011	MANCHESTER	BARFIELD, KENNETH	GRAHAM, MARY	N
CAMPOS, FERNANDO	04/07/2011	MERRIMACK	CAMPOS, SERGIO	SABATER, ANTONIA	Y
CIRKA, CONSTANCE	06/28/2011	MANCHESTER	PROULX, JOHN	PEPIN, VIOLET	N
BOURQUE SR, RONALD	07/22/2011	BEDFORD	BOURQUE, WILFRED	CHERETTE, ALICE	N
MURPHY, MARY	09/20/2011	NASHUA	GATH SR, GEORGE	GANNON, MABEL	N
LEPORE, MARY	10/03/2011	NASHUA	FOLEY, JAMES	GRENIER, CLARA	N
STIOUPHILE, KENNETH	10/17/2011	MERRIMACK	STIOUPHILE, MARC	ROLLINS, EDNA	Y
MACELHINEY, ALICE	11/14/2011	NASHUA	LORION, ADRIEN	MONAHAN, CECILE	N
COVEY, ETHEL	12/09/2011	NASHUA	COVEY, HERBERT	STICKNEY, HELEN	N

Total number of records 13



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending

12/31/2011**DEBITS**

UNCOLLECTED TAXES AT THE BEGINNING OF THE YEAR*		LEVY FOR YEAR	PRIOR LEVIES		
		2011	2010	2009	2008+
Property Taxes	#3110	xxxxxx	\$ 460,669.86	\$ 0.00	\$ 0.00
Resident Taxes	#3180	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	#3185	xxxxxx	\$ 96.81	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	#3189	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes		xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Prior Years' Credits Balance**		\$ 0.00			
This Year's New Credits		(\$ 42,799.92)			

TAXES COMMITTED THIS FISCAL YEAR

Property Taxes	#3110	\$ 14,280,427.44	\$ 0.00
Resident Taxes	#3180	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	\$ 10,500.00	\$ 0.00
Timber Yield Taxes	#3185	\$ 16,651.43	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	\$ 2,716.14	\$ 0.00
Utility Charges	#3189	\$ 0.00	\$ 0.00
Betterment Taxes		\$ 0.00	\$ 0.00

**FOR DRA USE
ONLY****OVERPAYMENT REFUNDS**

Property Taxes	#3110				
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Credits Refunded		\$ 42,799.92	\$ 0.00	\$ 0.00	\$ 0.00
Interest - Late Tax	#3190	\$ 6,791.99	\$ 25,271.45	\$ 0.00	\$ 0.00
Resident Tax Penalty	#3190	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL DEBITS		\$ 14,317,087.00	\$ 486,038.12	\$ 0.00	\$ 0.00

*This amount should be the same as the last year's ending balance. If not, please explain.

**Enter as a negative. This is the amount of this year's taxes pre-paid last year as authorized by RSA 80:52-a.

**The amount is already included in the warrant and therefore in line #3110 as a positive amount for this year's levy.

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)271-3397



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending 12/31/2011

CREDITS

REMITTED TO TREASURER	LEVY FOR YEAR 2011	PRIOR LEVIES		
		2010	2009	2008+
Property Taxes	\$ 13,864,736.49	\$ 301,685.95	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 10,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 7,708.46	\$ 96.81	\$ 0.00	\$ 0.00
Interest & Penalties	\$ 6,791.99	\$ 25,271.45	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 2,716.14	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Converted To Liens (Principal only)	\$ 0.00	\$ 152,211.01	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Discounts Allowed	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Prior Year Overpayments Assigned	\$ 0.00			

ABATEMENTS MADE

Property Taxes	\$ 4,183.44	\$ 4,488.68	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 8,942.97	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CURRENT LEVY DEEDED	\$ 407.00	\$ 0.00	\$ 0.00	\$ 0.00

UNCOLLECTED TAXES -- END OF YEAR #1080

Property Taxes	\$ 411,100.51	\$ 2,284.22	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Property Tax Credit Balance*	\$ 0.00	xxxxxx	xxxxxx	xxxxxx
TOTAL CREDITS	\$ 14,317,087.00	\$ 486,038.12	\$ 0.00	\$ 0.00

*Enter as a negative. This is the amount of taxes pre-paid for next year as authorized by RSA 80:52-a.
(Be sure to indicate a positive amount in the Property Taxes actually remitted to the treasurer.)



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending 12/31/2011

DEBITS

UNREDEEMED & EXECUTED LIENS	2011	PRIOR LEVIES		
		2010	2009	2008+
Unredeemed Liens Beginning of FY	\$ 0.00	\$ 0.00	\$ 100,238.08	\$48,629.92
Liens Executed During FY	\$ 0.00	\$ 163,841.48	\$ 0.00	\$ 0.00
Unredeemed Elderly Liens Beg. Of FY	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Elderly Liens Executed During FY	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest & Costs Collected	\$ 0.00	\$ 4,462.78	\$ 10,495.76	\$ 19,524.48
TOTAL LIEN DEBITS	\$ 0.00	\$ 168,304.26	\$ 110,733.84	\$ 68,154.40

CREDITS

REMITTED TO TREASURER		2011	PRIOR LEVIES		
			2010	2009	2008+
Redemptions		\$ 0.00	\$ 85,673.34	\$ 49,890.79	\$ 47,815.29
Interest & Costs Collected	#3190	\$ 0.00	\$ 4,462.78	\$ 10,495.76	\$ 19,524.48
Abatements of Unredeemed Liens		\$ 0.00	\$ 269.90	\$ 0.00	\$ 0.00
Liens Deeded to Municipality		\$ 0.00	\$ 510.42	\$ 815.58	\$ 814.63
Unredeemed Liens End of FY	#1110	\$ 0.00	\$ 77,387.82	\$49,531.71	\$ 0.00
Unredeemed Elderly Liens End of FY		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL LIEN CREDITS		\$ 0.00	\$ 168,304.26	\$ 110,733.84	\$ 68,154.40

Does your municipality commit taxes on a semi-annual basis (RSA 76:15-a)? _____

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

TAX COLLECTOR'S SIGNATURE

Theresa L. Briand

DATE

Theresa L. Briand

MS-61

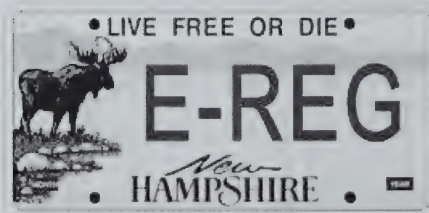


ANNUAL FINANCIAL REPORT
LITCHFIELD, NH TOWN CLERK
January 1, 2011 through December 31, 2011

Dogs License	\$6,819.00
Paid to the State of New Hampshire	\$3,939.00
Duplicate Tags	\$5.00
Fines and Penalties	\$3,186.00
Dredge and Fill Permits	\$10.00
Voter Checklists	\$50.00
Incorporation Filings	\$10.00
Motor Vehicles Registrations	\$1,236,160.00
Paid to the State of New Hampshire	\$595,719.00
Electronic Registration fee (due to software company)	\$1,653.00
Municipal Agent Fees	\$29,250.00
Titles	\$3,156.00
Boats	\$20,043.00
Pole Permits	\$20.00
Postage	\$8,126.00
Hunting & Fishing Licenses	\$152.00
Paid to the State of New Hampshire	\$32,390.00
Returned-Check Fees	\$800.00
UCCs	\$900.00
<u>Vital Records</u>	
Town	\$611.00
Paid to the State of New Hampshire	\$2,050.00
 Total Receipts	 \$1,945,049.00

A true record of Town Clerk receipts, attest:

Theresa L. Briand
Town Clerk
January 5, 2012





To the Board of Selectmen
Town of Litchfield, New Hampshire

In planning and performing our audit of the financial statements of the Town of Litchfield, New Hampshire as of and for the year ended December 31, 2010, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Litchfield's internal accounting control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. In addition, because of the inherent limitation in internal control, including the possibility of management's override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

During our audit we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The

recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

The Town's written response to our comments and suggestions has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, the Board of Selectmen, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

After you have had an opportunity to consider our comments and recommendations, we would be pleased to discuss them with you.

Melanson, Heath & Company P.C.

Nashua, New Hampshire
May 25, 2011

STATUS OF PRIOR YEAR RECOMMENDATIONS:

1. Improve Monthly Reconciliations

Prior Year Issue:

In the prior year, we recommended the Town establish formal procedures to reconcile key general ledger balances on a monthly basis.

Current Year Status:

In 2010 the Town established monthly reconciling procedures for all key general ledger accounts, including cash, receivables, and impact fees.

Further Action Needed:

None. This issue is resolved.

2. Develop Departmental Receipt Policies and Procedures

Prior Year Issue:

In the prior year, we recommended the Town establish formal written departmental receipt policies and procedures, which should address, at a minimum, the following:

- Standardized receipt logs
- Standardized receipt turnover forms
- Requiring two signatures on the receipt turnover form
- Requiring departments remit receipts to the Collector
- Prohibiting the collection of currency, wherever feasible
- Establishing frequencies of turnovers and physical security over receipts

We further recommended that the Town perform periodic internal audits of the various departments to assure compliance with the policies and procedures that are adopted. This would result in improved controls over departmental receipts and reduce the likelihood of irregularities occurring.

We also recommended that a copy of the departmental receipt turnover form be provided by departments directly to the Finance Manager in order to

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reconcile with the receipt postings. This would provide a necessary measure of checks and balance between departments.

Current Year Status:

In 2010 the Town established a formal departmental receipt policy and departments began remitting receipt turnover forms to the Finance Manager. However, in our testing of the Library receipts, it was noted that the Library personnel was unaware of the new policies.

Further Action Needed:

We recommend all departments be reminded of the new departmental receipt policy, and that the Finance Manager begin to perform periodic internal audits of departmental receipts.

Town's Response:

Departments will be reminded of new policy and external agencies, such as the Library will be encouraged to develop a trackable internal auditing system. For Town Departments, the Finance Manager will perform internal audits at least quarterly.

3. Other Internal Control Areas

Prior Year Issue:

A key component of any financial statement audit is the evaluation of internal controls. This evaluation is accomplished through inquiry, observation and testing. The following weaknesses were noted as a result of our evaluation of controls during our 2009 audit.

Town-Wide Issues:

- Establish a formal fraud policy for Town employees.

General Ledger Issues:

- Maintain all funds (other than trustee of trust funds) in the general ledger.
- Maintain organized records for all adjusting journal entries, including explanations and support.
- Provide expenditure reports to departments at least monthly.

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- Provide revenue reports to all departments that collect revenues.

Payroll Issues:

- Establish employee personnel files, including documented pay rate approval forms.
- Prohibit the distribution of paychecks until the payroll is formally approved by the Board of Selectmen.

Treasury Issues:

- Document a summary of all Town bank reconciliations on a single form to be used to prove to general ledger balances.
- Consolidate impact/escrow passbook accounts into a master bank account.
- Consider increasing collateralization of bank accounts.
- Void old outstanding checks at least annually.

Collector Issues:

- Maintain a control log to track receivable activity.
- Reconcile control log to detail receivable lists, and to Town general ledger receivable records.
- Sign off on receipt turnover forms by two individuals.

Trust Fund Issues:

- Bring library trust stock investments in house or contract with a broker.
- Track expendable and nonexpendable portions of trust funds for MS-9 Trustee report.

Current Year Status:

The Town provided corrective action for all the above issues, except the two trust fund recommendations.

Further Action Needed:

We recommend the Town address the two trust issues related to investments and the MS-9 trustee report.

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Town's Response:

The Trustees of Trust Funds and Town Administrator will work collaboratively to identify the Library stock holdings, clarify ownership and transfer them to a broker for management by the end of the year.

Town staff and the Trustees will research conditions of various trusts held by the Town to define the expendable and non-expendable portions for accurate reporting on the next MS-9. Those funds, for which no clear history can be found by the end of the year, will be duly noted as under active investigation.

4. Budget for Highway Block Grant

Prior Year Issue:

In the prior year we recommended that the budgets for all self-supporting funds, such as the Highway Block Grant, be balanced on the tax rate setting forms. This will neutralize the effect on the Town's property tax rate.

Current Year Status:

This issue was addressed in 2010.

Further Action Needed:

None. This issue is resolved.

5. Other Prior Year Issues

During our prior year audit, we also noted the following issues, which are summarized very briefly.

Prior Year Issues:

Print Receipt Log - The receipt log that is maintained by the Solid Waste facility is maintained on an old computer which is not compatible with any Town printers. As a result, the receipt logs cannot be printed or retained as a permanent document. We recommended the receipt log be maintained on a computer that is capable of printing.

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Monitor/Record Receivables - The Town received certain state funds for 2009 in the first week of January 2010 that were not recorded as a receivable and revenue in the Town's 2009 general ledger. Although this was recorded through the audit process, this resulted in the Town's internal accounts records being understated. We recommended the Town monitor all late receipts to determine whether receivables should be appropriately recorded in the general ledger.

Monitor Due From/To Accounts - The Town's general ledger reflects various accounts to track interfund activity. Although the interfund accounts reconciled in total, certain of the accounts reflected balances owed from fund to fund that should have been reimbursed to each other at year end. We recommended the Town periodically monitor the due from/to accounts and actually transfer cash balances between funds to clear amounts due.

Reconcile Police Detail Receivables - The Police detail receivable account balance in the Town's general ledger differed from the Police Department's records by approximately \$ 500 at December 31, 2009. We recommended the Police Department reconcile the detail receivable account with the Town's general ledger on at least a quarterly basis.

Report Interest on Abatements Separately - In 2009, we noted that the tax abatement forms combined principal and interest. We recommended that principal and interest be reported separately on the abatement form. This would provide an improved audit trail over abatement postings to the general ledger.

Current Year Status:

All the above recommendations were implemented in 2010 except for the first issue dealing with the Solid Waste Facility receipt log.

Further Action Needed:

We again recommend that the Solid Waste Facility print a receipt log.

Town's Response:

The Solid Waste Facility computer will be replaced in the summer of 2011 with the ability to generate receipt logs to be printed and/or electronically stored at Town Hall.

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INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Litchfield, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Litchfield, New Hampshire, as of and for the year ended December 31, 2010, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Litchfield's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Litchfield, as of December 31, 2010, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis appearing on the following pages, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States

of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Waldman, Heath & Company P.C.

Nashua, New Hampshire
June 23, 2011

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Litchfield, we offer readers this narrative overview and analysis of the financial activities of the Town of Litchfield for the fiscal year ended December 31, 2010.

A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The statement of net assets presents information on all assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented

for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

B. FINANCIAL HIGHLIGHTS

- As of the close of the current fiscal year, the total of assets exceeded liabilities by \$ 9,345,289 (i.e., net assets), a change of \$ 234,701 in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$ 2,862,240, a change of \$ 114,445 in comparison to the prior year.
- At the end of the current fiscal year, unreserved fund balance for the general fund was \$ 1,128,050, a change of \$ 267,253 in comparison to the prior year.

C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

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	Governmental Activities	
	2010	2009
Current and other assets	\$ 7,556	\$ 7,348
Capital assets	6,201	5,945
Total assets	13,757	13,293
Long-term liabilities outstanding		
Other liabilities	91	70
Total liabilities	4,321	4,112
Net assets:		
Invested in capital assets, net	6,419	6,463
Restricted	1,517	1,717
Unrestricted	1,409	931
Total net assets	\$ 9,345	\$ 9,111

CHANGES IN NET ASSETS

	Governmental Activities	
	2010	2009
Revenues:		
Program revenues	\$ 219	\$ 139
Charges for services		
Operating grants	23	14
General revenues:		
Property taxes	2,415	2,069
Penalties and interest on taxes	184	139
Licenses and permits	1,405	1,381
Investment income	(32)	68
Inter-governmental	895	836
Other	140	63
Total revenues	5,249	4,709
Expenses:		
General government	1,244	1,126
Public safety	2,023	1,743
Highways and streets	970	1,154
Sanitation	387	314
Health and welfare	74	80
Culture and recreation	314	329
Conservation	3	3
Total expenses	5,015	4,749
Change in net assets	234	(40)
Net assets - beginning of year	9,111	9,151
Net assets - end of year	\$ 9,345	\$ 9,111

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As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net assets were \$ 9,345,289, a change of \$ 234,701 from the prior year.

The largest portion of net assets \$ 6,418,952 reflects our investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net assets \$ 1,517,218 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$ 1,409,119 may be used to meet the government's ongoing obligations to citizens and creditors.

Governmental activities. Governmental activities for the year resulted in a change in net assets of \$ 234,701. Key elements of this change are as follows:

General fund operating results	\$ 376,240
Conservation major fund - accrual basis	164,205
Highway Block Grant major fund operating results	(302,604)
Nonmajor funds - accrual basis	392,411
Depreciation expense	(242,680)
Other GAAP accruals	(152,871)
Total	\$ 234,701

D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unrestricted fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$ 2,862,240, a change of \$ 114,445 in comparison to the prior year. Key elements of this change are as follows:

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General fund operating results	\$ 376,240
Conservation major fund deficit	(20,985)
Highway Block Grant major fund deficit	(302,604)
Nonmajor funds surplus	61,804
Total	\$ 114,445

The general fund is the chief operating fund. At the end of the current fiscal year, the unrestricted fund balance of the general fund was \$ 1,128,050, while total fund balance was \$ 1,307,661. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and total fund liquidity to total fund expenditures. Unreserved fund balance represents 26 percent of total general fund expenditures, while total fund balance represents 30 percent of that same amount.

The fund balance of the general fund changed by \$ 376,240 during the current fiscal year. Key factors in this change are as follows:

State and local revenues surplus	\$ 59,146
Budgetary appropriation turnbacks by departments	109,434
Excess tax collections over budget	119,643
Excess of prior year encumbrances spent in the current year over current year encumbered appropriations to be spent in the subsequent year	108,987
Use of fund balance	(19,000)
Other timing issues	(1,970)
Total	\$ 376,240

E. GENERAL FUND BUDGETARY HIGHLIGHTS

There were no differences between the original budget and the final amended budget.

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets for governmental activities at year end amounted to \$ 6,200,970 (net of accumulated depreciation), a change of \$ 255,559 from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

Major capital asset events during the current fiscal year included the following:

- Land purchase \$ 185,200
- Vehicle purchase \$ 137,717

Additional information on capital assets can be found in the notes to the financial statements.

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REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town of Litchfield's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Board of Selectmen
Town of Litchfield
2 Liberty Way, Suite 2
Litchfield, New Hampshire 03052

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TOWN OF LITCHFIELD, NEW HAMPSHIRE

STATEMENT OF NET ASSETS

DECEMBER 31, 2010

ASSETS	Governmental
Current:	Expenditures:
Cash and short-term investments	\$ 6,847,295
Investments	18,896
Receivables, net of allowance for uncollectibles:	
Taxes	435,797
Departmental and other	34,365
Intergovernmental	2,210
Other assets	68,564
Due from fiduciary funds	263
Noncurrent:	
Receivables, net of allowance for uncollectibles	
Taxes	148,868
Capital assets:	
Land and construction in progress	3,665,734
Other capital assets, net of accumulated depreciation	2,515,206
TOTAL ASSETS	13,757,249
LIABILITIES	
Current:	
Accounts payable	92,518
Accrued liabilities	28,384
Other liabilities	32,243
Due to other district	4,129,653
Current portion of long-term liabilities:	
Capital lease payable	44,413
Compensated absence	3,075
Noncurrent:	
Capital lease payable, net of current portion	32,298
Compensated absence, net of current portion	58,276
TOTAL LIABILITIES	4,411,960
NET ASSETS	6,418,952
Invested in capital assets, net of related debt	
Premiums on bonds	1,407,566
Grants and other statutory restrictions	
Permanent funds:	
Nonexpendable	70,115
Expendable	39,437
Unrestricted	1,409,119
TOTAL NET ASSETS	\$ 9,345,289

See notes to financial statements.

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TOWN OF LITCHFIELD, NEW HAMPSHIRE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2010

	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities:					
General government	\$ 1,244,083	\$ 20,649	\$ -	\$ -	\$ (1,223,434)
Public safety	2,023,616	142,508	-	-	(1,881,110)
Highways and streets	970,258	-	-	-	(970,258)
Sanitation	386,683	55,845	-	-	(330,838)
Health and welfare	73,695	-	-	-	(73,695)
Culture and recreation	313,703	-	22,941	-	(290,762)
Conservation	2,564	-	-	-	(2,564)
Total Governmental Activities	\$ 5,014,604	\$ 219,002	\$ 22,941	\$ -	(4,772,661)
General Revenues and Contributions:					
Taxes					2,414,650
Penalties, interest and other taxes					184,335
Licenses and permits					1,405,242
Investment income					(31,578)
Intergovernmental					884,972
Miscellaneous					159,741
Total general revenues					5,007,362
Change in Net Assets					234,701
Net Assets:					
Beginning of year					<u>9,110,588</u>
End of year					<u>\$ 9,345,289</u>

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
GOVERNMENTAL FUNDS
BALANCE SHEET
DECEMBER 31, 2010

ASSETS	General	Conservation Fund	Highway Bond Grant	Nonmajor Governmental Funds	Total Governmental Funds
Cash and short-term investments	\$ 5,553,030	\$ 863,581	\$ 32,072	\$ 398,812	\$ 6,847,295
Investments	-	-	-	18,956	18,956
Receivables	609,635	-	-	-	609,635
Property taxes	-	-	-	-	-
Departmental and other	2,210	-	-	34,356	34,356
Intergovernmental	-	-	-	2,210	2,210
Other assets	66,245	-	-	2,319	68,564
Due from other funds	17,511	-	224,219	79	241,809
TOTAL ASSETS	\$ 6,248,631	\$ 863,581	\$ 256,291	\$ 454,322	\$ 7,822,825
LIABILITIES AND FUND BALANCES					
Liabilities					
Accounts payable	\$ 90,150	\$ -	\$ -	\$ 2,388	\$ 92,538
Accrued liabilities	28,384	-	-	-	28,384
Deferred revenues	445,291	-	-	-	445,291
Other liabilities	32,243	-	-	-	32,243
Due to other funds	224,209	2,259	-	14,968	241,546
Due to school district	4,120,803	-	-	-	4,120,803
TOTAL LIABILITIES	4,940,970	2,259	-	17,356	4,960,585
Fund Balances					
Reserved for					
Encumbrances	179,611	-	-	-	179,611
Perpetual (non expendable) permanent funds	-	-	-	70,115	70,115
Unreserved					
Unesignalged, reported in:					
General fund	1,128,050	-	-	-	1,128,050
Special revenue funds	-	861,322	-	289,012	1,150,334
Capital project funds	-	-	256,291	38,402	294,693
Permanent funds	-	-	-	30,437	30,437
TOTAL FUND BALANCES	1,307,661	861,322	256,291	436,966	2,862,240
TOTAL LIABILITIES AND FUND BALANCES	\$ 6,248,631	\$ 863,581	\$ 256,291	\$ 454,322	\$ 7,822,825

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

RECONCILIATION OF TOTAL GOVERNMENTAL FUND
BALANCES TO NET ASSETS OF GOVERNMENTAL
ACTIVITIES IN THE STATEMENT OF NET ASSETS

DECEMBER 31, 2010

Total governmental fund balances	\$ 2,862,240
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	6,200,970
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	420,291
• Long-term liabilities, (net of prepaid debt service) including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(138,212)
Net assets of governmental activities	<u>\$ 9,345,289</u>

See notes to financial statements.

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TOWN OF LITCHFIELD, NEW HAMPSHIRE
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2010

	General	Conservation Fund	Highway Block Grant	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:					
Property taxes	\$ 2,511,872	\$ -	\$ -	\$ -	\$ 2,511,872
Penalties, interest and other taxes	122,735	61,600	-	-	184,335
Licenses and permits	1,405,242	-	-	-	1,405,242
Intergovernmental	506,481	-	186,859	201,651	894,991
Charges for services	79,895	-	-	136,106	216,001
Investment income	9,234	19,664	20	(60,517)	(31,599)
Contributions	-	-	-	22,941	22,941
Miscellaneous	<u>68,054</u>	<u>-</u>	<u>-</u>	<u>9,308</u>	<u>77,370</u>
Total Revenues	4,703,523	81,264	186,879	309,487	5,281,153
Expenditures:					
Current					
General government	1,207,441	-	-	4,441	1,211,882
Public safety	1,903,399	-	-	87,920	1,991,328
Highways and streets	403,042	-	489,483	126,567	1,019,092
Sanitation	470,260	-	-	-	470,260
Health and welfare	73,695	-	-	-	73,695
Culture and recreation	266,882	-	-	28,746	295,628
Conservation	<u>2,564</u>	<u>102,259</u>	<u>-</u>	<u>-</u>	<u>104,823</u>
Total Expenditures	4,327,283	102,259	489,483	247,683	5,166,708
Excess (deficiency) of revenues and other sources over expenditures and other uses	376,240	(20,995)	(302,604)	61,804	114,445
Fund Equity, at Beginning of Year	<u>931,421</u>	<u>662,317</u>	<u>558,895</u>	<u>375,162</u>	<u>2,747,795</u>
Fund Equity, at End of Year	<u>\$ 1,307,661</u>	<u>\$ 661,322</u>	<u>\$ 256,291</u>	<u>\$ 436,966</u>	<u>\$ 2,862,240</u>

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

RECONCILIATION OF THE STATEMENT OF REVENUES
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2010

NET CHANGES IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS \$ 114,445

- Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:

Capital outlay purchases 515,607
Capital dispositions (17,569)
Depreciation (242,680)

- Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for accounts receivable (i.e., real estate) differ between the two statements. This amount represents the net change in deferred revenue.

(97,223)

- The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets:

Repayments of debt 61,585
Capital lease additions (67,025)

- Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds.

(2,639)

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES

\$ 234,701

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES,
AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED DECEMBER 31, 2010

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues and other sources:				
Property taxes	\$ 2,392,229	\$ 2,392,229	\$ 2,392,229	\$ -
Interest, penalties and other taxes	102,958	102,958	122,735	19,777
Licenses and permits	1,265,675	1,265,675	1,405,242	139,567
Intergovernmental	681,796	681,796	506,481	(175,315)
Charges for services	61,556	61,556	78,895	18,339
Investment income	11,000	11,000	9,234	(1,766)
Miscellaneous	10,505	10,505	69,049	58,544
Use of fund balance	19,000	19,000	19,000	-
Total Revenues	4,544,719	4,544,719	4,603,865	59,146
Expenditures and other uses:				
Current:				
General government	1,271,647	1,252,308	1,196,893	55,415
Public safety	1,888,099	1,909,238	1,978,671	(67,433)
Highways and streets	477,372	474,772	414,270	60,502
Sanitation	544,983	544,983	499,921	45,062
Health and welfare	83,618	83,618	73,895	9,723
Conservation	275,839	276,639	271,271	5,368
Culture and recreation	3,161	3,161	2,564	597
Total Expenditures	4,544,719	4,544,719	4,435,285	109,434
Excess of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 168,580	\$ 168,580

See notes to financial statements

TOWN OF LITCHFIELD, NEW HAMPSHIRE

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET ASSETS

DECEMBER 31, 2010

ASSETS

Cash and short-term investments

Total Assets

Agency Funds
\$ 1,590,435
\$ 1,590,435

LIABILITIES

Due to other funds
Due to other governments
Due to developers

Total Liabilities

263
154,459
1,435,714
\$ 1,590,435

See notes to financial statements.

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TOWN OF LITCHFIELD, NEW HAMPSHIRE

Notes to Financial Statements

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Litchfield (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The government is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the government and applicable component units for which the government is considered to be financially accountable. In fiscal year 2010, it was determined that no entities met the required GASB-39 criteria of component units.

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

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C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as is the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The government reports the following major governmental funds:

- The general fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The conservation commission fund is used to account for 100% of the Land Use Charge Tax (current use) revenue and expenditures incurred in the acquisition of conservation land including the maintenance of designated conservation properties within the Town's boundaries.

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- The highway block grant fund is used to account for money received from the State of New Hampshire for construction, reconstruction, and maintenance of the Town's roads.

D. Cash and Short-Term Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the General Fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

E. Investments

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

F. Interfund Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due from/to other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans).

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$ 10,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

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The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Property, plant and equipment is depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	40
Building improvements	15 - 20
Infrastructure	40
Vehicles and equipment	5 - 20

H. Compensated Absences

It is the government's policy to permit employees to accumulate earned but unused vacation pay benefits. All vested vacation pay is accrued when incurred in the government-wide financial statements. A liability for this amount is reported in governmental funds only if it has matured, for example, as a result of employee resignations and retirements.

I. Long-Term Obligations

In the government-wide financial statements, and long-term debt, and other long-term obligations are reported as liabilities in the governmental activities statement of net assets.

J. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

K. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements, and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

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2. Stewardship, Compliance, and Accountability

A. Budgetary Information

The Town's budget is originally prepared by the Selectmen's office with the cooperation of the various department heads. It is then submitted to the Budget Committee, in accordance with the Municipal Budget Law. After reviewing the budget, the Committee holds a public hearing for discussion.

The final version of the budget is then submitted for approval at the annual Town meeting. The approved budget is subsequently reported to the State of New Hampshire on the statement of appropriation form in order to establish the current property tax rate.

The Selectmen cannot increase the total of the approved budget; however, they have the power to reclassify its components when necessary.

B. Budgetary Basis

The general fund final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

C. Budget/GAAP Reconciliation

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison with budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

General Fund Revenues/Expenditures (GAAP Basis)	Revenues and Other Financial Sources	Expenditures and Other Financial Uses
\$ 4,703,523	\$ 4,327,263	\$ 4,327,263
Subtotal (GAAP Basis)	4,703,523	-
Adjust tax revenue to accrual basis	(119,649)	-
To reverse expenditures of prior year appropriation carryforwards	-	(70,624)
To book current year appropriation carryforwards	-	179,611
To record use of fund balance	19,000	-
Other timing issues	995	(985)
Budgetary basis	\$ 4,603,869	\$ 4,435,285

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3. Cash and Short-Term Investments

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. RSA 48:16 limits "deposit in any one bank shall not at any time exceed the sum of its paid-up capital and surplus, exception that a Town with a population in excess of 50,000 is authorized to deposit funds in a solvent bank in excess of the paid-up capital surplus of said bank." The Town does not have a deposit policy for custodial credit risk.

As of December 31, 2010, none of the Town's bank balance of \$ 9,317,506 was exposed to custodial credit risk as uninsured or uncollateralized.

4. Investments

A. Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. State law employs the prudent person rule whereby investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general avoid speculative investments.

The Town is not exposed to any investment credit risk. The Town's investments, totaling \$ 18,956, are invested in corporate equities which are exempt from disclosure.

B. Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. At this time, the custodial credit risk cannot be determined.

5. Taxes Receivable

The Town bills property taxes semi-annually, in May and November. Property tax revenues are recognized in the fiscal year for which taxes have been levied. Property taxes are due on July 1 and December 1. Delinquent accounts are charged 12% interest. In March of the next year, a lien is recorded on delinquent property at the Registry of Deeds. The Town purchases all the delinquent accounts by paying the delinquent balance, recording costs and accrued interest. The accounts that are lien by the Town will be reclassified from property taxes receivable to unredemmed tax liens receivable. After this date, delinquent accounts will be charged interest.

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at a rate of 18%. The Town annually budgets amounts (overlay for abatements) for property tax abatements and refunds.

Taxes receivable at December 31, 2010 consist of the following (in thousands):

Real Estate	2010	\$ 461
Unredeemed Taxes		
2009	100	
2008	49	
	<u>149</u>	
Total		<u>\$ 610</u>

Taxes Collected for Others

The Town collects property taxes for the State of New Hampshire, the Litchfield School District and the County of Hillsborough. Payments to the other taxing units are normally made throughout the year. The ultimate responsibility for the collection of taxes rests with the Town.

6. Allowance for Doubtful Accounts

The receivables reported in the accompanying entity-wide financial statements reflect the following estimated allowances for doubtful accounts (in thousands):

Property taxes	
Governmental	\$ 25

7. Intergovernmental Receivables

This balance represents reimbursements requested from Federal and State agencies for expenditures incurred in fiscal 2010.

8. Interfund Fund Receivables/Payables

Although self-balancing funds are maintained, most transactions flow through the general fund. In order to obtain accountability for each fund, interfund receivable and payable accounts must be utilized. The following is an analysis of the December 31, 2010 balances in interfund receivable and payable accounts:

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<u>Fund</u>	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General fund	\$ 17,511	\$ 224,299
Special revenue funds	79	16,385
Capital projects	224,219	862
Agency funds	-	263
Total	\$ 241,809	\$ 241,809

9. Due to School District

This represents the balance of the district assessment due to the Litchfield School District for the 2010/2011 school year.

10. Capital Assets

Capital asset activity for the year ended December 31, 2010 was as follows (in thousands):

Governmental Activities:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, being depreciated:				
Buildings and improvements	\$ 1,897	\$ 16	\$ -	\$ 1,913
Machinery, equipment, and furnishings	1,816	314	(87)	2,043
Infrastructure	502	-	-	502
Total capital assets, being depreciated	4,215	330	(87)	4,458
Less accumulated depreciation for:				
Buildings and improvements	(776)	(52)	-	(828)
Machinery, equipment, and furnishings	(939)	(179)	70	(1,048)
Infrastructure	(55)	(12)	-	(67)
Total accumulated depreciation	(1,770)	(243)	70	(1,943)
Total capital assets, being depreciated, net	2,445	87	(17)	2,515
Capital assets, not being depreciated:				
Land	3,500	186	-	3,686
Total capital assets, not being depreciated	3,500	186	-	3,686
Governmental activities capital assets, net	\$ 5,945	\$ 273	\$ (17)	\$ 6,201

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Depreciation expense was charged to functions of the Town as follows (in thousands):

Governmental Activities:	
General government	\$ 34
Public safety	139
Highway	38
Culture and recreation	15
Sanitation	17
Total depreciation expense - governmental activities	\$ 243

11. Accounts Payable

Accounts payable represent 2010 expenditures paid after December 31, 2010.

12. Deferred Revenue

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

The balance of the General Fund deferred revenues account is equal to the total of all December 31, 2010 receivable balances, except property taxes that are accrued for subsequent 60 day collections.

13. Capital Lease Obligations

The Town is the lessee of certain equipment under capital leases expiring in various years through 2012. Future minimum lease payments under the capital and operating leases consisted of the following as of December 31, 2010:

<u>Fiscal Year</u>	<u>Capital Leases</u>
2011	\$ 49,423
2012	34,429
Total minimum lease payments	83,852
Less amounts representing interest	(7,141)
Present Value of Minimum Lease Payments	\$ 76,711

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14. Long-Term Liabilities

Changes in General Long-Term Liabilities

During the year ended December 31, 2010, the following changes occurred in long-term liabilities:

	Total Balance 12/31/10	Additions	Reductions	Total Balance 12/31/10	Less Current Portion 12/31/10	Equals Long-Term Portion 12/31/10
Governmental Activities						
Other:						
Capital leases	\$ 41,271	\$ 97,025	\$ (61,585)	\$ 76,711	\$ (44,413)	\$ 32,298
Compensated absences	58,862	2,639		61,501	(3,075)	58,426
Totals	\$ 100,133	\$ 99,664	\$ (61,585)	\$ 138,212	\$ (47,488)	\$ 90,724

15. Restricted Net Assets

The accompanying entity-wide financial statements report restricted net assets when external constraints from grantors or contributors are placed on net assets.

Permanent fund restricted net assets are segregated between nonexpendable and expendable. The nonexpendable portion represents the original restricted principal contribution, and the expendable represents accumulated earnings which are available to be spent based on donor restrictions.

16. Reserves of Fund Equity

"Reserves" of fund equity are established to segregate fund balances which are either not available for expenditure in the future or are legally set aside for a specific future use.

The following types of reserves are reported at December 31, 2010:

Reserved for Encumbrances - An account used to segregate that portion of fund balance committed for expenditure of financial resources upon vendor performance.

Reserved for Perpetual Funds - Represents the principal of the non-expendable trust fund investments. The balance cannot be spent for any purpose; however, it may be invested and the earnings may be spent.

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17. General Fund Undesignated Fund Balance

The undesignated general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in respect to how undesignated fund balance is reported in accordance with the budgetary basis for reporting for the State of New Hampshire for tax rate setting purposes. The major difference is the State of New Hampshire considers revenues in connection with property tax receivables to be available to liquidate liabilities when billed rather than received.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund undesignated fund balance:

GAAP basis balance	\$ 1,128,050
Deferred revenue	445,291
Tax Rate Setting Balance	\$ 1,573,341

18. Litigation

The Town of Litchfield has brought a claim in the Hillsborough County Superior Court South against its former Treasurer and Trustee of Trust Funds, Horace W. Seymour, for the misappropriation of funds from Town banking accounts under the control of Mr. Seymour. Mr. Seymour was the elected Town Treasurer from 2005 until 2008. He was also a member of the Litchfield Trustees of Trust Funds from 2002 until 2005 and was Chairman of the Town's Recreation Commission from 2003 through 2008. Based upon a detailed audit conducted by the Town's Auditors, it has been estimated that Mr. Seymour misappropriated \$ 212,030 from accounts under his control for his use and benefit. On October 22, 2010, Mr. Seymour stipulated for judgment in favor of the Town in the amount of \$ 205,980. The Town is currently undertaking collection of that judgment. The Town has received \$ 156,712 from its insurance carriers to date and has agreed to accept \$ 54,128 as final resolution of its first party insurance claim. Other than the payment of attorneys' fees, the Town will not suffer a financial loss in this matter.

19. Post-Employment Health Care and Life Insurance Benefits

The Town has implemented GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*. Statement 45 requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the statement of revenues, expenses, and changes in net assets when a future retiree earns their post-employment benefits, rather than when they use their post-employment benefit. To the

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extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Assets over time. However, the Town participates in a community-rated plan, which insurance premium rates reflect the health claim experience of all participating employers. As a result, it is appropriate to use the unadjusted premium as the basis for projecting retiree benefits. Since the Town does not provide a benefit to retirees, and it is reasonable for the Town to project benefits using unadjusted premiums, the Town does not have an OPEB liability.

20.

Retirement System

The Town follows the provisions of GASB Statement No. 27, *Accounting for Pensions for State and Local Government Employees*, (as amended by GASB 50) with respect to the employees' retirement funds.

A. Plan Description

Full-time employees participate in the State of New Hampshire Retirement System (the System), multiple employer contributory pension plan and trust established in 1967 by RSA 100:2, and is qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers within the State of New Hampshire are eligible and required to participate in the system. Full-time employees of political subdivisions, including counties, municipalities and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups. State or local employees and teachers belong to Group I. Police officers and firefighters belong to Group II. All assets are held in a single trust and are available to each group; funding policies, vesting requirements, contribution requirements and plan assets available to pay benefits are disclosed in the System's annual report available from the New Hampshire Retirement System located at 4 Chenell Drive, Concord, New Hampshire 03301-6509.

B. Funding Policy

Plan members are required to contribute a percentage of their gross earnings to the pension plan, which the contribution rates are 5% for employees and teachers and 9.3% for police and fire. The Town makes annual contributions to the pension plan equal to the amount required by Revised Statutes Annotated 100-A:16, and is 11.84%, 15.92%, and 8.74% for police

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officers, fire employees, and general employees, respectively. The Town's contributions to the System for the years ended December 31, 2010, 2009, and 2008 were \$ 160,327, \$ 124,126, and \$ 119,774, respectively, which were equal to its annual required contributions for each of these years.

21.

Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three fiscal years.

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2011 TAX RATE CALCULATION

TOWN/CITY: LITCHFIELD

Gross Appropriations	4,623,833
Less: Revenues	2,068,410
Add: Overlay (RSA 76:6)	69,030
War Service Credits	112,525

Net Town Appropriation	2,736,978
Special Adjustment	0

Approved Town/City Tax Effort	2,736,978
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**TOWN
RATE 3.39**

SCHOOL PORTION

Net Local School Budget:			
Gross Approp-Revenue	20,141,139	3,237,861	16,903,278
Regional School Apportionment			0
Less: Education Grant			-6,147,683

Education Tax (from below)	-1,749,516
Approved School(s) Tax Effort	9,006,079

**LOCAL
SCHOOL
RATE 11.16**

EDUCATION TAX

Equalized Valuation (no utilities) x	\$2.325
752,480,030	1,749,516
Divide by Local Assessed Valuation (no utilities)	
775,144,451	

**STATE
SCHOOL
RATE 2.26**

COUNTY PORTION

Due to County	887,193
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Approved County Tax Effort	887,193
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**COUNTY
RATE 1.10**

Total Property Taxes Assessed	14,379,766	TOTAL RATE 17.91
Less: War Service Credits	-112,525	
Add: Village District Commitment(s)	0	
Total Property Tax Commitment	14,267,241	

PROOF OF RATE

Local Assessed Valuation		Tax Rate	Assessment
Education Tax (no utilities)	775,144,451	2.26	1,749,516
All Other Taxes	806,897,151	15.65	12,630,250
			14,379,766



2011 SUMMARY OF INVENTORY

VALUE OF LAND ONLY:

Current Use	\$ 429,598.	
Conservation Restriction	2,053.	
Residential Land	297,115,200.	
Commercial/Industrial	<u>10,906,200.</u>	
Total of Taxable Land		308,453,051.

VALUE OF BUILDINGS ONLY:

Residential	\$ 447,283,500.	
Manufactured Housing	4,353,800.	
Commercial/Industrial	<u>18,376,200.</u>	
Total of Taxable Buildings		470,013,500.

PUBLIC UTILITIES	<u>31,752,700.</u>
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TOTAL VALUATION BEFORE EXEMPTIONS	810,219,251.
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Improvements to Assist Persons w/ Disabilities	<u>(35,600.)</u>
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MODIFIED ASSESSED VALUATION OF ALL PROPERTIES	\$ 810,183,651.
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Blind Exemptions: 4 @ \$15,000	\$ 60,000.	
Elderly Exemptions:		
17 @ \$50,000		
11 @ \$80,000		
17 @ \$125,000	<u>3,368,600.</u>	

TOTAL EXEMPTIONS	(3,428,600.)
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NET VALUATION ON WHICH THE TAX RATE IS COMPUTED	\$ 806,755,051.
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Less Public Utilities:	<u>(31,752,700.)</u>
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NET VALUATION ON WHICH TAX RATE FOR STATE EDUCATION TAX IS COMPUTED	\$ 775,002,351.
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SCHEDULE OF TOWN PROPERTY

MAP-LOT	LOCATION	ACRES	LAND	BUILDING	TOTAL
5 - 147	Albuquerque Ave	0.96	25,800	0	25,800
13 - 60	Albuquerque Ave	8.70	114,700	0	114,700
5 - 150	9 Albuquerque Ave	12.25	118,500	0	118,500
12 - 25	273 Albuquerque Ave	51.10	321,300	0	321,300
17 - 5	55 Aldrich Street	55.50	291,700	0	291,700
19 - 101	123 Aldrich Street	15.00	153,900	0	153,900
2 - 120	14 Amsterdam Circle	2.43	106,800	0	106,800
2 - 115	15 Amsterdam Circle	1.10	103,200	0	103,200
2 - 132	18 Amsterdam Circle	1.35	58,000	0	58,000
1 - 92	22 Amsterdam Circle	1.35	57,100	0	57,100
1 - 78	24 Amsterdam Circle	1.10	56,700	0	56,700
1 - 80	25 Amsterdam Circle	1.10	56,400	0	56,400
1 - 79	26 Amsterdam Circle	1.01	56,200	0	56,200
1 - 49	6 Bradford Drive	0.00	0	23,000	23,000
19 - 102	55 Brenton Street	9.31	41,700	0	41,700
19 - 244	58 Brenton Street	34.77	216,200	0	216,200
19 - 245	85 Brenton Street	17.47	115,200	0	115,200
9 - 42	13.5 Brick Yard Drive	4.70	100,900	1,900	102,800
22 - 23	12 Brook Road	5.30	160,700	18,800	179,500
13 - 86	1 Carlisle Drive	0.32	8,300	0	8,300
19 - 77	56 Century Lane	1.92	35,400	0	35,400
1 - 4	12 Charles Bancroft Hwy	37.70	345,200	0	345,200
9 - 18	210 Charles Bancroft Hwy	2.09	68,700	0	68,700
9 - 21	211 Charles Bancroft Hwy	12.23	184,000	0	184,000
12 - 12	250 Charles Bancroft Hwy	8.80	142,000	0	142,000
12 - 33	258 Charles Bancroft Hwy	0.84	20,400	0	20,400
12 - 18	264 Charles Bancroft Hwy	1.80	104,600	0	104,600
12 - 19	268 Charles Bancroft Hwy	0.40	8,200	0	8,200
12 - 22	269 Charles Bancroft Hwy	1.70	148,300	422,900	571,200
12 - 23	275 Charles Bancroft Hwy	15.70	224,300	0	224,300
15 - 10	321 Charles Bancroft Hwy	0.97	92,500	0	92,500
22 - 13	528 Charles Bancroft Hwy	19.50	146,900	0	146,900
12 - 22A	269A Charles Bancroft Hwy	0.26	7,000	0	7,000
7 - 124	19 Charles Bancroft Hwy	17.00	44,400	0	44,400
12 - 14	255/7 Charles Bancroft Hwy	2.10	143,600	510,300	653,900



SCHEDULE OF TOWN PROPERTY

(continued)

MAP-LOT	LOCATION	ACRES	VALUE	BUILDING	TOTAL
22 - 10	520 Charles Bancroft Hwy	13.45	158,200	0	158,200
17 - 10	27 Colonial Drive	52.90	200,000	0	200,000
5 - 136	8 Cranberry Lane	1.01	97,800	0	97,800
5 - 133	12 Cranberry Lane	1.50	103,600	0	103,600
2 - 128	27 Cutler Road	4.11	110,600	0	110,600
2 - 83	31 Cutler Road	0.99	11,000	0	11,000
2 - 133	46 Cutler Road	7.06	118,500	0	118,500
2 - 87	51 Cutler Road	4.20	165,100	0	165,100
2 - 43	286 Derry Road	0.28	800	0	800
14 - 125	11 Evergreen Circle	18.50	47,800	0	47,800
8 - 2	17 Foxwood Lane	25.73	190,900	0	190,900
19 - 142	17 Garden Drive	2.77	16,100	0	16,100
18 - 150	25 Garden Drive	0.29	8,100	0	8,100
13 - 70	4 Greenwich Road	21.12	151,300	0	151,300
7 - 119	2 Grouse Lane	1.41	107,400	16,400	123,800
8 - 129	4 Grouse Lane	1.78	141,700	0	141,700
8 - 130	6 Grouse Lane	1.57	139,400	0	139,400
17 - 2	41 Heron Drive	21.00	198,300	0	198,300
14 - 66	Hillcrest Road	32.50	225,500	0	225,500
14 - 48	5 Hillcrest Road	6.80	125,400	0	125,400
14 - 67	24 Hillcrest Road	25.39	56,000	0	56,000
15 - 28	151 Hillcrest Road	35.35	388,100	259,000	647,100
15 - 31	152 Hillcrest Road	2.80	122,600	0	122,600
17 - 4	98 Hillcrest Road	23.46	60,000	0	60,000
16 - 9	119 Hillcrest Road	19.56	50,600	0	50,600
20 - 44	13 Jeff Lane	1.09	103,400	0	103,400
20 - 45	15 Jeff Lane	1.09	103,400	3,200	106,600
21 - 59	16 Jeff Lane	1.11	103,500	0	103,500
20 - 46	17 Jeff Lane	1.09	108,500	2,800	111,300
23 - 109	Lamper Drive	0.32	34,100	0	34,100
16 - 42	2 Liberty Way	20.50	786,100	756,500	1,542,600
14 - 36	27 Locke Mill Drive	43.07	203,600	0	203,600
9 - 74	11 McElwain Drive	0.91	29,300	0	29,300
13 - 54	12 Muscovy Drive	3.86	10,600	0	10,600
13 - 51	13 Muscovy Drive	4.20	11,600	0	11,600



SCHEDULE OF TOWN PROPERTY

(continued)

MAP-LOT	LOCATION	ACRES	VALUE	BUILDING	TOTAL
13 - 10	9A Nathan Drive	3.00	111,200	0	111,200
13 - 6	9B Nathan Drive	3.67	10,100	0	10,100
10 - 60	23.5 Nesenkeag Drive	3.11	88,600	0	88,600
19 - 132	16 Nesmith Court	4.70	17,300	0	17,300
5 - 142	57 Page Road	1.00	55,000	0	55,000
5 - 144	60 Page Road	0.16	4,600	0	4,600
5 - 196	75 Page Road	8.00	247,800	0	247,800
4 - 32	111 Page Road	21.60	183,800	0	183,800
5 - 237	3 Page Road	8.00	22,000	0	22,000
13 - 158	Parcel B Grassy Pond	2.88	16,900	0	16,900
18 - 179	2 Pearson Street	2.76	106,500	33,600	140,100
9 - 30	17 Pinecrest Road	5.20	135,800	0	135,800
14 - 21	143 Pinecrest Road	5.65	187,900	0	187,900
9 - 32	19.5 Pinecrest Road	1.10	83,100	0	83,100
11 - 15	149 Pinecrest Road	16.00	41,800	0	41,800
14 - 49	9 Rookery Way	19.00	97,700	0	97,700
2 - 106	7 Rotterdam Drive	1.00	102,900	0	102,900
2 - 111	8 Rotterdam Drive	1.10	103,500	0	103,500
2 - 107	9 Rotterdam Drive	1.10	103,500	0	103,500
2 - 110	10 Rotterdam Drive	1.10	103,500	0	103,500
20 - 117	9 Sybil Lane	1.04	12,300	0	12,300
20 - 119	11 Sybil Lane	1.07	12,500	0	12,500
18 - 137	13 Sybil Lane	1.09	12,600	0	12,600
18 - 136	15 Sybil Lane	1.06	12,400	0	12,400
18 - 134	17 Sybil Lane	1.32	13,800	0	13,800
7 - 62	81 Talent Road	4.10	110,600	0	110,600
7 - 64	83 Talent Road	6.77	152,200	0	152,200
14 - 138	49 Tanager Way	0.93	111,500	0	111,500
17 - 38	138 Tanager Way	1.34	3,700	0	3,700
7 - 121	4 Wood Hawk Way	12.12	321,500	75,300	396,800
8 - 95	26 Wood Hawk Way	1.34	104,800	0	104,800
11 - 10	129 Wren Street	5.47	15,000	0	15,000
Total			\$11,074,100	\$2,123,700	\$13,197,800



DETAIL EXPENSE REPORT 2011

EXECUTIVE

Appropriation	16,219.00
Expended:	
Selectmen's Salaries	8,708.60
Selectmen's Expense	74.44
Public Notices & Ads	0.00
Recording Fees	12.44
Clerical Support	2,253.00
Dues & Subscriptions	5,838.33
Postage	20.00
Training	0.00
Background Checks	105.25
Total	17,012.06
Surplus/(Deficit)	(793.06)

ADMINISTRATION

Appropriation	96,349.00
Expended:	
Town Administrator	77,107.20
Health Insurance	15,755.77
Dental Insurance	1,396.08
Short-term Disability	184.80
Dues & Subscriptions	106.31
Books & Periodicals	0.00
Mileage & Tolls	193.73
Seminars	65.00
Total	94,808.89
Surplus/(Deficit)	1,540.11

TOWN MEETING

Appropriation	10,201.00
Expended:	
Ballot Clerks	484.67
Election Workers	224.43
Moderator	351.00
Optech Program	575.00
Equipment Maint. Contract	200.00
Printing	625.00
Annual Town Report	5,850.00
New Equipment	1,168.35
Ballots	861.30
Total	10,339.75
Surplus/(Deficit)	(138.75)

TOWN CLERK

Appropriation	90,295.00
Expended:	
Deputy Town Clerk	20,111.37
Clerk Wages	14,254.11
Town Clerk Salary	29,512.64

Overtime Deputy	218.20
Overtime Clerk	2.93
Health Insurance	13,240.67
Dental Insurance	1,086.75
Short-term Disability	160.38
Public Notices & Ads	0.00
Software Support	4,182.95
Equipment Maint. Contract	100.00
Dues & Subscriptions	45.00
Office Supplies	928.03
Dog Tags & License Forms	340.76
Postage	2,923.17
Election Provisions	95.77
Equipment Purchases	100.00
Mileage & Tolls	1,227.44
Seminars & Conventions	476.00
Total	89,006.17
Surplus/(Deficit)	1,288.83

VOTER REGISTRATION

Appropriation	1,795.00
Expended:	
Supervisor Salaries	984.72
Clerical Support	350.00
Postage	485.30
Total	1,820.02
Surplus/(Deficit)	(25.02)

ACCOUNTING & AUDITING

Appropriation	247,342.00
Expended:	
Sec/Bookkeeping Staff	77,239.02
Finance/HR Manager	63,885.44
Overtime Sec/Bookkeeping	130.66
Health Insurance	23,286.73
Dental Insurance	1,555.53
Short-term Disability	444.84
Software Support	3,366.00
Consulting Services	1,296.25
Printing	541.95
Dues & Subscriptions	100.00
Office Supplies	424.65
Postage	76.98
Equipment Repair/Maint	0.00
Mileage & Tolls	402.60
Seminars	165.00
Auditing Services	18,500.00
Total	191,415.65
Surplus/(Deficit)	55,926.35



DETAIL EXPENSE REPORT 2011

TAX COLLECTOR

Appropriation	93,011.00
Expended:	
Deputy Tax Collector	20,082.40
Clerk Wages	14,253.63
Tax Collector Salary	29,512.64
Overtime Deputy	219.07
Overtime Clerk	3.17
Health Insurance	13,240.51
Dental Insurance	1,086.93
Short-term Disability	160.38
Property Title Research	633.75
Recording Fees	309.81
Software Support	3,065.00
Dues & Subscriptions	20.00
Office Supplies	890.05
Postage	3,493.28
Eq. Repair/Maintenance	99.00
Equipment Purchases	41.00
Mileage & Tolls	1,229.80
Seminars & Convention	486.00
Total	88,826.42
Surplus/(Deficit)	4,184.58

TREASURY

Appropriation	9,624.00
Expended:	
Deputy Treasurer Salary	1,000.00
Treasurer Salary	6,441.16
Trustees Salaries	241.89
Postage	23.40
Mileage & Tolls	272.50
Total	7,978.95
Surplus/(Deficit)	1,645.05

BUDGETING

Appropriation	2,527.00
Expended:	
Secretarial/Steno Services	2,425.23
Seminars	80.00
Total	2,505.23
Surplus/(Deficit)	21.77

REVALUATION OF PROPERTY

Appropriation	27,722.00
Expended	
Assessing Services	0.00
Surplus/(Deficit)	27,722.00

LEGAL EXPENSE

Appropriation	59,200.00
Expended:	
Town Attorney Retainer Fee	42,900.00
Supplemental Legal Service	5,800.00
Litigation Fees	693.50
Total	49,393.50
Surplus/(Deficit)	9,806.50

PERSONNEL ADMINISTRATION

Appropriation	333,821.00
Expended:	
Flexible Spending Plan	480.37
Short Term Disability	4,827.46
Social Security Taxes	62,634.53
Medicare Taxes	26,296.70
Employee Retirement	48,098.31
Firefighter Retirement	25,781.14
Police Retirement	135,778.12
Unemployment	8,184.12
Workers Compensation	39,954.60
Total	352,035.35
Surplus/(Deficit)	(18,214.35)

PLANNING BOARD

Appropriation	67,009.00
Expended:	
Admin. Assistant	20,970.37
Health Insurance	5,373.44
Dental Insurance	486.16
Public Notices & Ads	945.28
Recording Fees	0.00
Secretarial/Steno Services	1,450.44
NRPC Planner	23,267.69
Printing	79.00
NRPC Dues	6,239.00
Postage	102.77
Mileage & Tolls	70.25
Seminars	86.00
Total	59,070.40
Surplus/(Deficit)	7,938.60

ZONING BOARD OF ADJUSTMENT

Appropriation	2,228.00
Expended:	
Public Notices & Ads	963.30
Secretarial Services	375.00
Postage	89.44
Seminars	60.00
Total	1,487.74
Surplus/(Deficit)	740.26



DETAIL EXPENSE REPORT 2011

(continued)

GENERAL GOVERNMENT BUILDINGS FACILITIES

Appropriation	62,983.00
Expended:	
Custodian	4,468.80
Mtg. House Fire Alarm Phone	695.32
Electricity	16,838.25
Propane Gas	6,680.93
Water Charges	2,121.91
Meeting House Electricity	515.08
HVAC Maint. Contract	1,479.00
Fire Detector Test/Inspect	1,145.00
Floor Cleaning	2,215.42
TH/PS Alarm System	420.00
Generator Maintenance	590.00
Bldg. Maint & Repairs	9,039.63
Eqt. Repair & Maint.	3,122.26
Custodial Maint Supplies	1,295.01
Furniture/Fixture Purchase	300.00
Total	50,926.61
Surplus/(Deficit)	12,056.39

OPERATIONS

Appropriation	30,761.00
Expended:	
Telephone Data	6,582.25
Software Support	4,954.99
Eqt Maint Contract Hardware	9,654.13
Office Supplies	1,616.50
Eqt Maint & Repairs	1,468.35
Eqt. Purchases	1,854.00
Furniture/Fixture Purchase	217.00
Total	26,347.22
Surplus/(Deficit)	4,413.78

CEMETERIES

Appropriation	8,195.00
Expended:	
Pinecrest Cemetery Maint	2,619.75
Center Cemetery Maint	794.46
Hillcrest Cemetery Maint	3,504.43
Total	6,918.64
Surplus/(Deficit)	1,276.36

INSURANCE

Appropriation	72,823.00
Expended:	
General Liability	63,888.07
Total	63,888.07
Surplus/(Deficit)	8,934.93

OTHER GENERAL GOVERNMENT

Appropriation	33,000.00
Expended:	
Contingency Fund	0.00
Surplus/(Deficit)	33,000.00

POLICE DEPARTMENT

ADMINISTRATION	284,081.00
Appropriation	
Expended:	
Police Chief Salary	80,046.66
Lieutenant Wages	78,686.40
Overtime Lieutenant	4,549.41
Lieutenant Court	156.06
Witness Fees	58.14
Overtime Training	28,000.76
Uniform Allowance	845.77
Health Insurance	25,902.32
Dental Insurance	2,294.02
Short-term Disability	369.60
Long-term Disability	280.00
Life Insurance	1,483.80
Uniforms & Accessories	30.00
Public Notices & Ads	238.06
Shredding Service	465.00
Telephone	12,712.91
Pre-employ Phy/Testing	3,307.93
Prosecutor Contracted	56,500.21
Eqt. Maint. Contract	1,890.56
Dues & Subscriptions	355.00
Community Relations	213.53
Office Supplies	1,501.04
Postage	225.06
Books & Periodicals	509.41
Seminars & Conventions	1,487.40
Total	302,108.45
Surplus/(Deficit)	(18,027.45)

CRIME CONTROL & INVESTIGATION

Appropriation	208,776.00
Expended:	
Sergeant Wages	112,660.47
Sergeant Overtime	13,374.58
Sergeant Court Wages	1,308.15
Uniform Allowance	633.60
Health Insurance	26,425.11
Dental Insurance	1,872.40
Short-Term Disability	369.60
Long-Term Disability	420.00
Life Insurance	231.00



DETAIL EXPENSE REPORT 2011

(continued)

Uniforms & Accessories	438.44
Software Support	10,765.17
Eq't. Maintenance Contract	930.00
Film & Photo Supplies	59.98
Minor Tools & Supplies	2,448.90
Equipment Purchases	1,426.42
Seminars	1,612.24
Total	174,976.06
Surplus/(Deficit)	33,799.94

TRAFFIC CONTROL

Appropriation	716,474.00
Expended:	
Master Patrolman Wages	117,636.20
Patrolman Wages	175,798.19
Corporal Wages	61,034.56
Special Officers	75,642.41
Master Patrolman OT	24,830.30
Patrolman OT	37,851.99
Corporal OT	9,712.12
Patrolman Court	2,830.97
M Patrolman Court	3,263.56
Corporal Court	1,216.62
Uniform Allowance	3,389.15
Health Insurance	90,457.46
Dental Insurance	6,401.62
Short-term Disability	1,101.56
Long-term Disability	1,181.95
Life Insurance	1,058.75
Uniforms & Accessories	5,360.55
Radar Certification	413.53
Vehicle Fuel	38,577.93
Vehicle Repairs/Maint	5,391.38
Tire Purchases	4,969.28
Radio Install/Repair	950.00
Cruiser Purchases	34,429.32
Seminars	2,416.09
Total	705,915.49
Surplus/(Deficit)	10,558.51

TRAINING

Appropriation	5,010.00
Expended:	
Ammunition	5158.21
Surplus/(Deficit)	(148.21)

SUPPORT SERVICES

Appropriation	174,178.00
Expended:	
Sec/Dispatcher Wages	74,251.84
PT Sec/Dispatcher	30,250.61

Dispatch Coverage	27,521.95
Sec/Dispatcher Overtime	302.58
Uniform Allowance	700.00
Health Insurance	29,100.05
Dental Insurance	2,154.93
Short-term Disability	303.16
Long-term Disability	313.36
Life Insurance	231.00
Emerg. Response Team	5,000.00
Dispatch Service Contract	23,655.00
Equipment Purchase/Rental	1,140.00
Printing	449.74
Total	195,374.22
Surplus/(Deficit)	(21,196.22)

POLICE STATION

Appropriation	250.00
Expended:	
Furniture Fixture Purchase	328.99
Surplus/(Deficit)	(78.99)

AMBULANCE

Appropriation	38,000.00
Expended:	
Ambulance Service Charges	18,068.32
Bad Debt	7,212.40
Total	25,280.72
Surplus/(Deficit)	12,719.28

FIRE DEPARTMENT ADMINISTRATION

Appropriation	32,815.00
Expended:	
Fire Chief	3,045.00
Telephone	8,159.76
Computer Software Cont..	735.00
Pre-employment Phy/Tests	174.65
Printing	178.50
Dues & Subscriptions	174.95
Office Supplies	146.65
Postage	0.44
Copier Charges	2,494.59
Computer Eqpt. Purchases	1,374.51
Chief's Vehicle Lease/Purch	8,995.00
Delinquent Late Charges	174.01
Total	25,653.06
Surplus/(Deficit)	7,161.94

FIRE FIGHTING

Appropriation	348,167.00
Expended:	
Firefighter/EMT Wages	113,410.26



DETAIL EXPENSE REPORT 2011

(continued)

Call Firefighters	76,433.26
Coverage for FT Firefighter	7,825.59
Saturday/Sunday Coverage	14,285.89
Fire Inspector	1,295.14
Overtime Firefighter	4,763.35
Health Insurance	22,255.44
Dental Insurance	1,884.78
Short-term Disability	3,676.86
Uniforms & Accessories	921.00
Protective Gear	5,470.94
Fire Pump Service & Cert	8,996.65
Ground Ladder Service	507.50
Vehicle Fuel	3,942.09
Diesel Fuel	11,303.95
Provisions	549.86
Equipment Purchases	16,293.15
Property Damage Claims	1,370.50
Total	295,186.21
Surplus/(Deficit)	52,980.79

FIRE PREVENTION

Appropriation	1,000.00
Expended:	
FD Community Relations	202.01
Surplus/(Deficit)	797.99

TRAINING

Appropriation	43,266.00
Expended:	
Training Wages	19,952.23
Training Classes	5,943.20
Training Eqt Purchases	1,976.19
Mileage & Tolls	471.58
Total	28,343.20
Surplus/(Deficit)	14,922.80

COMMUNICATIONS

Appropriation	17,600.00
Expended:	
Comm Eqt Maint Contract	511.20
Portable Radio Batteries	815.05
Portable Radio Repairs	1,270.01
Radio Installation & Repair	7,861.32
Total	10,457.58
Surplus/(Deficit)	7,142.42

REPAIR SERVICES

Appropriation	52,200.00
Expended:	
Equipment Repair Wages	2,219.56
Equipment Repair/Maint	2,121.64

Air Compressor Serv Cont	501.25
Scott Air Pack Maint Cont	2,124.21
Vehicle Repair/Maint	45,828.90
Tire Purchases	2,572.52
Minor Tools & Supplies	749.85
Total	56,117.93
Surplus/(Deficit)	(3,917.93)

MEDICAL SERVICES

Appropriation	10,700.00
Expended:	
Oxygen Tank Refills	1,315.71
Medical Eqt Maintenance	1,392.08
Medical Supplies	3,637.98
Medical Equipment	2,662.18
Total	9,007.95
Surplus/(Deficit)	1,692.05

FIRE STATION

Appropriation	17,475.00
Expended:	
Electricity	5,223.41
Heating Oil	7,111.77
Station Repair/Maintenance	5,556.33
Custodial Maint Supplies	670.53
Total	18,562.04
Surplus/(Deficit)	(1,087.04)

INCIDENT & FIRE INVESTIGATION

Appropriation	500.00
Expended:	
Investigation Schooling	0.00
Surplus/(Deficit)	500.00

CODE ENFORCEMENT

Appropriation	74,190.00
Expended:	
Code Enforce. Salary	67,329.60
Temp. Inspect. Wages	101.50
Dental Insurance	488.70
Short-term Disability	183.35
Telephone	516.17
Printing	12.99
Dues Licenses & Subscript	325.00
Postage	35.74
Vehicle Fuel	1,404.89
Vehicle Repair/Maint	674.94
Seminars & Conventions	220.00
Totals	71,292.88
Surplus/(Deficit)	2,897.12



DETAIL EXPENSE REPORT 2011

(continued)

EMERGENCY MANAGEMENT

Appropriation	13,000.00
Expended:	
Telephone Data	1,278.26
Haz Mat District Assess	6,188.56
Equipment Purchases	264.00
Total	7,730.82
Surplus/(Deficit)	5,269.18

ROAD AGENT'S OFFICE

Appropriation	7,129.00
Expended:	
Road Agent Salary	913.48
Public Notices & Ads	48.00
Telephone	2,707.84
Dues & Subscriptions	70.00
Postage	14.08
Bldg Maint/Repair	4,478.05
Custodial Maint Supplies	88.95
Total	8,320.40
Surplus/(Deficit)	(1,191.40)

ENGINEERING

Appropriation	12,050.00
Expended:	
Consulting Engineer Serv.	35,041.24
Surplus/(Deficit)	(22,991.24)

ROAD MAINTENANCE PROJECTS

Appropriation	15,000.00
Expended:	
Culvert Replacement	9,369.19
Surplus/(Deficit)	5,630.81

ROAD MAINTENANCE

Appropriation	282,324.00
Expended:	
Workmen Wages	80,584.78
Workmen Overtime	11,651.33
Electricity	3,042.01
Propane Gas-Garage Heat	3,381.58
Equipment Hire	77,285.50
Pavement Striping/Markings	7,496.00
Tree Removal	1,976.13
Road Sweeping	6,800.00
State Work Release Program	376.50
Road Maint/Improvement	13,387.29
Vehicle Fuel	12,902.23

Vehicle Repair/Maintenance	35,305.62
Tire Purchases	1,202.19
Gravel Purchase	521.17
Asphalt/Cold Patch Purchase	3,091.34
Signs, Posts & Accessories	2,738.31
Minor Tools & Supplies	5,677.87
Safety Equipment	2,040.23
Vehicle Lease	13,559.51
Vehicle Purchase	8,508.00
Total	291,527.59
Surplus/(Deficit)	(9,203.59)

STORM DRAINS

Appropriation	35,000.00
Expended:	
Catch Basin Clean Outs	14,950.00
Catch Basin Replacements	11,412.12
Total	26,362.12
Surplus/(Deficit)	8,637.88

SNOW PLOWING / REMOVAL

Appropriation	78,060.00
Expended:	
Plow & Spreader Repairs	9,391.49
Salt	56,004.09
Sand	6,870.81
Eqt. Purchase/Snow Removal.	3,793.43
Total	76,059.82
Surplus/(Deficit)	2,000.18

STREET LIGHTING

Appropriation	14,700.00
Expended:	
Street Lights-Utility Fees	13,154.78
Surplus/(Deficit)	1,545.22

SANITATION ADMINISTRATION

Appropriation	95,205.00
Expended:	
Facility Manager	52,200.00
Assistant Manager	24,272.67
Overtime Facility Manager	375.00
Health Insurance	14,761.80
Dental Insurance	1,353.41
Short-term Disability	177.58
Telephone	480.98
Operations License Fee	1,792.56
Seminars/Workshops	150.00
Total	95,564.00
Surplus/(Deficit)	(359.00)



DETAIL EXPENSE REPORT 2011

(continued)

INCINERATION

Appropriation	286,408.00
Expended:	
Incin. Oper/Laborers	26,652.45
Clothing Allowance	1,185.14
Pest Control Service	315.95
Electricity	6,514.22
Building Repair/Maint	6,471.09
Eqt Repair/Maint	11,545.21
Diesel Fuel	2,480.11
Incinerator Unit Fuel Oil	86,114.44
Waste Disposal	86,190.20
Signs, Post & Accessories	192.95
Minor Tools & Supplies	917.16
Skid Loader Lease	7,560.51
Total	236,139.43
Surplus/(Deficit)	50,268.57

RECYCLING

Appropriation	14,923.00
Expended:	
Propane Gas	288.63
Bldg Maint/Repair	2,833.46
Recyclables - Disposal Fee	6,366.72
Electronics Recycling	7,800.00
Total	17,288.81
Surplus/(Deficit)	(2,365.81)

HAZARDOUS WASTE

Appropriation	6,229.00
Expended:	
Residential Haz Waste	6,229.00
Surplus/(Deficit)	.00

CONVERSION COST

Appropriation	8,900.00
Expended:	
Compactor & Equipment	1,344.00
Stair Improvements	6,050.00
Total	7,394.00
Surplus/(Deficit)	1,506.00

HEALTH DEPARTMENT

Appropriation	1,786.00
Expended:	
Health Officer Salary	1,390.52
Water Analysis	80.00
Dues & Subscriptions	25.00
Seminars & Conventions	30.00
Total	1,525.52
Surplus/(Deficit)	260.48

MOSQUITO DISTRICT

Appropriation	27,310.00
Expended:	
Larval Habitat Documents	1,750.00
Larval Control Applications	7,175.00
Catch Basin Mapping	3,425.00
Specimen Testing & Report	14,270.00
Total	26,620.00
Surplus/(Deficit)	690.00

ANIMAL CONTROL

Appropriation	19,010.00
Expended:	
Animal Control Officer	10,740.60
Mileage Allowance	2,400.00
Uniforms & Accessories	107.98
Telephone	375.06
Electricity	2,120.08
Dues & Licenses	200.00
Office Supplies	98.82
Postage	286.00
Building Repairs/Maintenance	1,307.25
Custodial Maint Supplies	149.90
Food & Accessories	71.94
Equipment Purchases	688.53
Total	18,546.16
Surplus/(Deficit)	463.84

HEALTH AGENCIES

Appropriation	6,445.00
Expended:	
Big Brother/Big Sister	475.00
Child Advocacy Center	1,900.00
Visiting Nurses	2,375.00
St Joseph Community	285.00
Bridges	78.00
Community Council	1,254.00
Total	6,367.00
Surplus/(Deficit)	78.00

WELFARE

VENDOR PAYMENTS

Appropriation	20,000.00
Expended:	
Electricity	4,649.84
Heating Oil/Gas	1,504.32
Housing (rent)	8,567.59
Water	662.63
Total	15,384.38
Surplus/(Deficit)	4,615.62



DETAIL EXPENSE REPORT 2011

(continued)

PARKS AND RECREATION

ADMINISTRATION & PROGRAMS

Appropriation	5,801.00
Expended:	
Public Notices & Ads	674.19
Telephone	330.18
Program Expenses	3,208.02
Total	4,212.39
Surplus/(Deficit)	1,588.61

MAINTENANCE OF PARKS

Appropriation	40,200.00
Expended:	
Groundskeeper Wages	2,384.12
Electricity Sprinkler System	537.90
Chem Toilet Rental	2,277.12
Equipment Repair/Maint	435.00
Gas & Oil	29.39
Field Mowing	18,160.00
Field Maintenance	13,678.00
Minor Tools & Supplies	79.58
Total	37,581.11
Surplus/(Deficit)	2,618.89

MAINTENANCE OF RECREATIONAL FACILITIES

Appropriation	35,065.00
Expended:	
Custodian Wages	3,136.88
Electricity - Talent Hall	5,609.69
Propane Gas - Talent Hall	10,000.00
Water Charges	920.18
Security Monitoring System	888.94
Cable Internet	1,000.91
Trash Container Services	3,390.27
Building Repair/Maint	3,305.51
Custodial Maint Supplies	633.08
Minor Tools & Supplies	128.31
Furniture/Fixture Purchase	1,469.60
Total	30,483.37
Surplus/(Deficit)	4,581.63

LIBRARY

Appropriation	182,496.00
Expended:	
Library Appropriation	182,496.00
Total	182,496.00
Surplus/(Deficit)	.00

PATRIOTIC PURPOSES

Appropriation	700.00
Expended:	
Printing	61.97
Flags & Holders	409.50
Wreaths	230.00
Total	701.47
Surplus/(Deficit)	(1.47)

CABLE ADVISORY COMMITTEE

Appropriation	22,275.00
Expended:	
PEG Contracted Services	4,197.00
Telephone/Internet Access	6,734.08
Electricity/Heat	2,278.81
Office Supplies	74.03
Building Repairs/Maint	299.99
Equipment Purchases	9,245.00
Total	22,828.91
Surplus/(Deficit)	(553.91)

CONSERVATION

Appropriation	2,166.00
Expended:	
Property Management	56.40
Wildlife Sanctuary Lease	1.00
Publications	20.00
Dues & Subscriptions	355.00
Mileage & Tolls	35.91
Seminars & Annual Mtg.	95.00
Youth Fishing Derby	602.07
Total	1,165.38
Surplus/(Deficit)	1,000.62

DEBT SERVICE

Appropriation	1.00
Expended:	.00
Surplus/(Deficit)	1.00



COMPARATIVE STATEMENT-REVENUE

Year Ending December 31, 2011

SOURCE	2011	2011	2012
	Estimated	Actual	Anticipated
TAXES			
Land Use Change Tax (20%)	0.00	2,100.00	0.00
Timber Taxes	500.00	7,708.46	10,000.00
Payment in Lieu of Taxes	28,489.00	28,541.37	29,000.00
Excavation Taxes	4,000.00	2,716.14	2,500.00
Penalties & Interest on Taxes	59,350.00	67,450.82	58,850.00
TOTAL	92,339.00	108,516.79	100,350.00
BUSINESS LICENSES & PERMITS			
Hawkers & Peddlers	0.00	100.00	0.00
Cable Franchise Fees	112,000.00	120,841.27	66,000.00
Home Occupation Permits	475.00	450.00	475.00
Junk Yard Permits	25.00	25.00	0.00
Incorporation Filings	0.00	10.00	0.00
UCC Filings	400.00	900.00	400.00
TOTAL	112,900.00	122,326.27	66,875.00
MOTOR VEHICLE PERMIT			
Municipal Agent	26,000.00	29,249.20	27,000.00
Motor Vehicle Registration	1,500,000.00	1,235,871.51	1,150,000.00
Motor Vehicle Title	2,500.00	3,156.00	2,500.00
TOTAL	1,528,500.00	1,268,276.71	1,179,500.00
BUILDING PERMITS			
Building Permits	20,000.00	17,598.50	16,000.00
Demolition Permits	0.00	25.00	0.00
Electrical Permits	450.00	1,755.00	450.00
Mechanical Permits	0.00	1,960.00	500.00
Plumbing Permits	125.00	140.00	125.00
Well Permits	45.00	40.00	40.00
Test Pit Permits	300.00	190.00	165.00
Septic System Permits	290.00	875.00	400.00
Swimming Pool Permits	200.00	575.00	400.00
Burner Permits	50.00	130.00	50.00
Gas Tank Removal Permits	15.00	0.00	0.00
Propane Tank Install Permits	15.00	0.00	0.00
TOTAL	21,490.00	23,288.50	18,130.00
OTHER LICENSE PERMITS & FEES			
Dog License Fees	6,500.00	6,818.50	6,500.00
Dog Fines & Penalties	4,250.00	3,186.00	3,000.00
Marriage Licenses	140.00	122.50	100.00
Certified Copies	600.00	488.00	400.00
Hunting & Fishing Licenses	80.00	152.00	100.00
Dredge & Fill Permits	20.00	10.00	20.00



COMPARATIVE STATEMENT-REVENUE

(continued)

SOURCE	2011	2011	2012
	Estimated	Actual	Anticipated
OTHER LICENSE PERMITS & FEES			
Pole Permits	0.00	20.00	20.00
Boat Registrations	21,000.00	20,042.03	19,000.00
Pistol Permit Fees	1,000.00	1,010.00	750.00
TOTAL	33,590.00	31,849.03	29,890.00
FEDERAL GOVERNMENT			
Fish & Wildlife	0.00	337.00	0.00
STATE OF NEW HAMPSHIRE			
Meals & Room	378,616.00	369,471.38	369,471.00
Mosquito District Grant	0.00	4,725.05	0.00
Highway Block Grant	186,917.00	186,917.00	177,804.00
Forest Land Reimbursement	406.00	338.98	338.00
TOTAL	565,939.00	561,452.41	547,613.00
CHARGES FOR SERVICES			
Tax Map Update Fees	0.00	25.00	.00
Planning Subdivision Applications	50.00	925.00	150.00
Site Plan Reviews	500.00	0.00	150.00
Planning Registry Recording Fee	175.00	150.00	175.00
Planning Board Abutter Notices	500.00	0.00	200.00
Planning Advertising Fees	600.00	100.00	200.00
ZBA Variance Applications	100.00	300.00	100.00
TC Postage Reimbursement	7,500.00	8,126.33	7,000.00
TC Return Check Charges	650.00	800.00	650.00
Duplicate Tax Bills	400.00	462.50	300.00
Tax Return Check Fees	100.00	0.00	0.00
Clerk Landlord Fees	0.00	25.00	0.00
Police Reports	1,250.00	1,430.00	1,000.00
Police App/Testing Charges	0.00	1,295.00	0.00
Witness & Jury Fees	2,400.00	2,301.42	2,100.00
Highway Miscellaneous	0.00	10.00	0.00
Town Office Copier Charges	250.00	700.90	450.00
Welfare Assistance Reimbursement	0.00	20.00	0.00
Parking Tickets	0.00	50.00	0.00
Incinerator	58,922.00	90,200.72	75,000.00
TOTAL	73,397.00	106,921.87	87,475.00
INSURANCE			
Property Liability Ins. Refunds	0.00	515.00	0.00
MISCELLANEOUS			
Seymour Insurance	0.00	47,760.79	0.00
Meeting House Lease	1.00	1.00	1.00



COMPARATIVE STATEMENT-REVENUE

(continued)

SOURCE	2011	2011	2012
	Estimated	Actual	Anticipated
MISCELLANEOUS			
Meeting House Electricity	540.00	444.86	540.00
District Court & Parking Fines	500.00	0.00	500.00
Voided Stale Checks	0.00	650.65	0.00
Timber Cutting	0.00	2,999.00	0.00
Fire Detail Admin Fees	0.00	501.22	500.00
Police Detail Admin Fees	0.00	1,691.44	1,450.00
IRS	0.00	5,100.69	0.00
Ambulance Reimbursement	0.00	0.00	1,000.00
Miscellaneous	0.00	4,432.18	0.00
TOTAL	1,041.00	63,581.83	3,991.00
INTEREST			
Interest on Investments	15,650.00	4,478.73	4,515.00
Bank Credits	0.00	1,895.92	0.00
TOTAL	15,650.00	6,374.65	4,515.00
FINES & FORFEITS			
Restitution Property Damage	0.00	3,070.00	0.00
TOTAL OF ALL SOURCES	2,444,846.00	2,296,510.06	2,038,339.00

Sharon Harding Reed,
Treasurer and Linda
Langille, Finance/HR
Manager, reconciling
monthly statements.





COMPARATIVE STATEMENT-EXPENSE 2011-2012

Account	2011 Appropriation	2011 Actual	2012 Requested
Board of Selectmen	16,219.00	17,012.06	15,037.00
Administration	96,349.00	94,808.89	97,585.00
Town Meeting	10,201.00	10,339.75	14,682.00
Town Clerk	90,295.00	89,006.17	91,077.00
Voter Registration	1,795.00	1,820.02	1,385.00
Accounting	247,342.00	191,415.65	210,316.00
Tax Collection	93,011.00	88,826.42	90,919.00
Treasury	9,624.00	7,978.95	8,594.00
Budgeting	2,527.00	2,505.23	2,507.00
Revaluation of Property	0.00	0.00	43,722.00
Legal	59,200.00	49,393.50	54,479.00
Personnel Administration	333,821.00	352,035.35	398,968.00
Planning	67,009.00	59,070.40	60,669.00
Zoning	2,228.00	1,487.74	1,770.00
General Government Facilities	62,983.00	50,926.61	50,188.00
General Government Operations	30,761.00	26,347.22	37,661.00
Cemeteries	8,195.00	6,918.64	7,203.00
Insurance	72,823.00	63,888.07	63,888.00
Contingency Fund	33,000.00	0.00	0.00
Police Administration	284,081.00	302,108.45	299,463.00
Police Crime Control & Invest	208,776.00	174,976.06	201,736.00
Police - Traffic Control	716,474.00	705,915.49	718,325.00
Police Training	5,010.00	5,158.21	5,010.00
Police Support Services	174,178.00	195,374.22	178,875.00
Police Station	250.00	328.99	0.00
Ambulance	38,000.00	25,280.72	43,000.00
Fire Administration	32,815.00	25,653.06	41,364.00
Fire - Fighting	348,167.00	295,186.21	301,862.00
Fire - Prevention	1,000.00	202.01	500.00
Fire - Training	43,266.00	28,343.20	41,966.00
Fire - Communications	17,600.00	10,457.58	17,600.00
Fire - Repair Services	52,200.00	56,117.93	51,950.00
Fire - Medical Services	10,700.00	9,007.95	10,700.00
Fire Station	17,475.00	18,562.04	15,500.00
Fire Incident & Investigations	500.00	0.00	0.00
Fire Hydrants	0.00	0.00	275,872.00
Code Enforcement	74,190.00	71,292.88	72,861.00
Emergency Management	13,000.00	7,730.82	8,244.00



COMPARATIVE STATEMENT-EXPENSE

2011-2012 *(continued)*

Account	2011 Appropriation	2011 Actual	2012 Requested
Highway Administration	19,179.00	43,361.64	28,365.00
Road Maintenance Projects	15,000.00	9,369.19	192,804.00
Road Maintenance	282,324.00	291,527.59	309,714.00
Storm Drains	35,000.00	26,362.12	35,000.00
Snow Plowing/Removal	78,060.00	76,059.82	77,821.00
Street Lighting	14,700.00	13,154.78	14,000.00
Sanitation - Administration	95,205.00	95,564.00	94,795.00
Sanitation - Waste Disposal	0.00	0.00	259,814.00
Incineration	286,408.00	235,360.66	0.00
Sanitation - Recycling	14,923.00	17,288.81	14,088.00
Hazardous Waste	6,229.00	6,229.00	6,229.00
Sanitation - Conversion Cost	8,900.00	7,394.00	0.00
Health Department	1,786.00	1,525.52	1,686.00
Mosquito District	27,310.00	26,620.00	26,910.00
Animal Control	19,010.00	18,546.16	17,306.00
Health Agencies	6,445.00	6,367.00	6,852.00
Welfare	20,000.00	15,384.38	20,000.00
Parks & Rec. Administration	5,801.00	4,212.39	5,210.00
Maintenance of Parks	40,200.00	37,581.11	53,400.00
Maint. of Rec. Facilities	35,065.00	30,483.37	37,284.00
Library	182,496.00	182,496.00	197,999.00
Patriotic Purposes	700.00	701.47	949.00
Cable Advisory Committee	22,275.00	22,828.91	25,000.00
Conservation	2,166.00	1,165.38	2,191.00
Debt Service	1.00	0.00	1.00
TOTAL	4,494,248.00	4,215,059.79	4,962,896.00



Big Blue's Replacement



TREASURER'S REPORT

Cash Management Account	\$1,150,369.26
Cash Management Sweep Account	\$4,333,605.62
Total TD Bank	\$5,483,974.88

ESCROW ACCOUNTS

AMP Properties	\$5,269.58
Continental Paving Quarry	\$5,190.98
Continental Paving Inc.	\$2,086.22
Continental Paving Storage	\$3,887.69
Homes by Paradise Inc.-Tanager	\$3,584.46
110 Page Road LLC	\$498.03
VAB Properties	\$4,564.08
43 Cutler Road	\$43.93
Homes by Paradise-Moose Hollow	\$1,743.10
Cutler and Page LLC	\$0.72
Pinecreek Village LLC	\$5,379.84
R and D Development LLC	\$4,483.15
Maurice B. Morin-Windsor	\$2,770.39
Cutler and Page LLC	\$1,130.17
Stage Crossing LLC	\$2,523.50
Tim's Turf and Landscaping	\$1,391.10
Cutler and Page LLC IV	\$301.50
Heritage	\$6,030.25
Maurice B. Morin	\$28,353.90
K and M Developers LLC	\$5,635.36
Maxton Technology Inc.	\$983.87

CLOSED ESCROW ACCOUNTS

Bernice Cahill	.00
Carcon	.00
Continental Paving Golf Project	.00
Grace Free Church	.00
Homes by Paradise	.00
Beverly McQuesten Boucher	.00
Brian J. O'Neil	.00
Sanborn Development	.00

TD Bank Certificates of Deposit

SUB ACCOUNT

Baler	Closed
Cable Equipment	\$154.69
Civil Defense	Closed
Conservation Education	\$3,952.73
Conservation Land Fund	\$870,395.51
D.A.R.E.	\$6,579.76
Environment Fund	\$1,108.14
FEMA	Closed
Fire Pond	\$2,757.99
Fire Special Detail	\$1,227.05
Footbridge Fund	\$17,245.69
Highway Block Grant	\$170,192.13
Industrial Development	\$16,531.09
New Hampshire Grants	\$6.23
Off Site Improvements	\$11,934.30
Office Complex	Closed
Police Forfeiture	\$1,609.01
Regional Pandemic Planning	\$2,663.80
Recreation Commission Revolving	\$8,939.59
Recreation Timber	\$34,345.96
Police Special Detail	\$22,638.81
SB Recreation Fund	\$19,468.48
Stimulus - Bike Path	\$50,446.91
275th Anniversary	\$4,374.65
Town Hall Timber	\$3,013.53
Total	\$1,249,586.05

IMPACT FEES

Campbell High School	\$15,636.81
Elementary Schools	\$494,776.46
Fire	\$15,291.52
Library	\$21,317.31
Municipal	\$4,599.81
Police	\$5,862.70
Recreation	\$197,072.11
Road	\$14,147.99
Total	\$768,704.71



AARON CUTLER MEMORIAL LIBRARY

TRUSTEES REPORTS FOR 2011

Board of Trustees Fines and Fees Account

RECEIPTS

Interest	\$ 12.24
Fines	2430.60
Copies/printer/fax fees	268.85
Replacement fees	423.53
Donations	98.87
Summer Reading Donations	705.00
Miscellaneous	280.50
Reimbursements from Building Maintenance Trust Fund	12650.70
Balance on hand January 1, 2011	<u>7157.13</u>
Total Receipts	\$24027.42

EXPENDITURES

Administrative Supplies	\$ 69.99
Building Maintenance-Reimbursable from Building Maintenance Trust Funds	8000.70
Replacement Materials	287.86
Summer Reading	885.00
IT	2800.00
Children's Room (Sheer Insurance Settlement Funds)	62.00
Miscellaneous	<u>1321.29</u>
Total Expenditures	\$13426.84
Balance on hand December 31, 2011	\$10620.58

Respectfully submitted,

Gail Musco

Treasurer,
Aaron Cutler Memorial Library Trustees



AARON CUTLER MEMORIAL LIBRARY

REPORTS FOR 2011

TOWN APPROPRIATIONS ACCOUNT-INCOME AND EXPENSE REPORT

RECEIPTS

Town Appropriation \$182,496.00

EXPENSES

Social Security \$ 8,026.83

Medicare 1,877.53

Library Director 49,404.18

Children's Librarian 31,267.71

Adult Services Librarian 26,716.95

Assistant Librarian 16,607.97

Grounds Maintenance-Wages 220.00

Custodian 3,866.65

Page 6,206.00

Telephone 897.53

Software Purch. & License 1,108.05

Electricity 4,936.13

Heating Oil 2,317.98

Equip. Maintenance Contracts 2,456.58

Water Supplies 36.23

Trash Services 992.76

Dues and Subscriptions 724.93

Community Programs 448.67

Postage 304.09

Library Supplies 1,943.11

Building Maintenance & Repair 2,049.89

Equip. Maintenance & Repair 2,230.86

Custodial Supplies 346.53

Septic Tank Cleaning 270.00

Grounds Maintenance 1,567.46

Books & Media 12,911.86

Periodicals 1,273.96

Equipment Purchases 141.98

Mileage & Tools 476.74

Seminars 623.59

Children's Programming Supplies 243.25

Children's Room Insurance Settlement Savings Account

RECEIPTS

Interest \$ 1.03

Balance on hand January 1, 2011 2057.27

Total Receipts \$2058.30

EXPENDITURES

There were no expenditures for 2011 0

Total Expenditures \$0

Balance on hand December 31, 2011 \$2058.30

Respectfully submitted,

Gail Musco

Treasurer,
Aaron Cutler Memorial Library Trustees



TRUSTEES OF THE TRUST FUND

In mid-year the Trustees moved all the funds out of a Citizens Bank checking account into a CD-based account at People's United Bank which increased the interest rate on the town's Funds to .88%. Prior to this change, the ROI was less than .20%. Excluding withdrawals, the value of the town's Capital Reserve and Common Trust Funds was increased by \$5,389.10 during the year. The Library Maintenance Fund saw the most activity with withdrawals made totaling over \$11,000 to cover the cost of new windows, replacing flooring and plumbing after water damage and replacing the front stairs.

One new fund was started during the year, the Vacation Accrual Fund, the purpose of which is directed by the Board of Selectmen.

While analyzing the return on investments made over the last few years the Trustees became aware of an error made in 2008. Prior to that time the dividends from stocks had been deposited in the Library Maintenance Fund. In February of that year dividends started to be deposited in the Library Memorial Fund and that mistake continued until the move to People's United Bank was made in 2011. The error resulted in more than \$20,000 being credited to the wrong Fund.

The Trustees contacted the Attorney General's Office, Charitable Trust Unit, to get direction on how this mistake could be rectified. The Attorney General's office advised that the 2011 accounting should remain as it was for 2011. Beginning in January of 2012, however, the Trustees must correct the error and report on dividends as part of the Maintenance Fund. Along with the mandated Trustee yearly reports, a letter will be filed with the Attorney General's office explaining the change in value of the individual Funds.

Respectfully submitted by the Trustees of Trust Funds,

Michael Falzone

Maureen Lascelles

John Poulos

STOCKS

Invested in	Type	Shares	12/31/2011 Share Value
AT&T	Common Stock	879	\$26,580.96
AT&T	Common Stock	1347	\$40,733.28
Verizon	Common Stock	522	\$20,942.64
Frontier	Common Stock	125	\$643.75
TOTAL			\$88,900.63
Aaron Cutler Building Maintenance Trust Fund owns all stocks held in trust.			



TRUSTEES OF THE TRUST FUND

(continued)

Name of Trust Fund	Purpose	Type of Investment	1/1/2011 Balance	12/31/2011 Balance	Increase/ Decrease
Town Celebration Fund	Celebration	Capital Reserve	\$2,331.76	\$2,340.24	\$8.48
Farmland/Development Fund	Farmland purchase	Capital Reserve	\$119,254.26	\$119,687.05	\$432.79
Fire Facilities Fund	Constructing fire facilities	Capital Reserve	\$15,975.86	\$16,033.86	\$58.00
Hillcrest Cemetery Funds	Lot Maintenance	Common Trust	\$7,117.76	\$7,143.58	\$25.82
Pinecrest Cemetery Funds	Lot Maintenance	Common Trust	\$23,069.49	\$23,153.21	\$83.72
Aaron Cutler Library Memorial Fund	Non-capital use	Common Trust	\$21,119.23	\$25,132.49	\$4,013.26
Aaron Cutler Library Maintenance Fund	Maintenance	Capital Reserve	\$39,289.57	\$27,970.39	(\$11,319.18)
School Capital Improvement Fund	School Dept.	Capital Reserve	\$52,216.90	\$52,406.43	\$189.53
School Capital Education Fund	School Dept.	Capital Reserve	\$102,241.32	\$102,612.38	\$371.06
TOTAL			\$382,616.15	\$376,479.63	-\$6,136.52
Name Of Fund	Purpose	Type of Investment	*Initial Deposit July 2011	12/31/2011 Balance	Increase/ Decrease
Vacation Accrual Fund	Municipal Employees	Capital Reserve	\$58,862.00	\$59,068.44	\$206.44
*The Vacation Accrual Fund was started in July of 2011					



MS-7

BUDGET OF THE TOWN WITH A MUNICIPAL BUDGET COMMITTEE

OF: Litchfield

BUDGET FORM FOR TOWNS WHICH HAVE ADOPTED
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

Appropriations and Estimates of Revenue for the Ensuing Year January 1, 2012 to December 31, 2012

or Fiscal Year From _____ to _____

IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

1. Use this form to list the operating budget and all special and individual warrant articles in the appropriate recommended and not recommended area. All proposed appropriations must be on this form.
2. Hold at least one public hearing on this budget.
3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the town clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

This form was posted with the warrant on (Date): 1/30/12

BUDGET COMMITTEE

Please sign in ink.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

THIS BUDGET SHALL BE POSTED WITH THE TOWN WARRANT

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

MS-7
Rev. 12/11

1	2	3	4	5	6	7	8	9
ACCT #	PURPOSE OF APPROPRIATIONS (RSA 32.3.V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMENTS APPROPRIATIONS Ensuing Fiscal Year (Recommended)	SELECTMENTS APPROPRIATIONS Ensuing Fiscal Year (Not Recommended)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year (Recommended)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year (Not Recommended)
GENERAL GOVERNMENT								
4130-4139	Executive	4	122769	122161	127304		127304	
4140-4149	Election, Reg. & Vital Statistics	4	92090	90826	92462		92462	
4150-4151	Financial Administration	4	352504	260726	356058		356058	
4152	Revaluation of Property				0		0	
4153	Legal Expense	4	59200	49393	54479		54479	
4155-4159	Personnel Administration	4	333821	352035	398968		398968	
4191-4193	Planning & Zoning	4	69237	60558	62439		62439	
4194	General Government Buildings	4	93744	77274	87849		87849	
4195	Cemeteries	4	8195	6919	7203		7203	
4196	Insurance	4	72823	63888	63888		63888	
4197	Advertising & Regional Assoc.				0		0	
4199	Other General Government	4	33000	0	0		0	
PUBLIC SAFETY								
4210-4214	Police	4	1389503	1383861	1403409		1403409	
4215-4219	Ambulance	4	38000	29281	43000		43000	
4220-4229	Fire	4	523723	443530	758314		758314	
4240-4249	Building Inspection	4	74190	71293	72861		72861	
4290-4298	Emergency Management	4	13000	7731	8244		8244	
4299	Other (Including Communications)							
AIRPORT/AVIATION CENTER								
4301-4309	Airport Operations							
HIGHWAYS & STREETS								
4311	Administration	4	19179	43362	28365		28365	
4312	Highways & Streets	4	410384	403319	615339		615339	
4313	Bridges							

1	2	3	4	5	6	7	8	9
ACCT #	PURPOSE OF APPROPRIATIONS (RSA 32.3.V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved By DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (Recommended)	Ensuing Fiscal Year (Not Recommended)	BUDGET COMM. APPROPRIATIONS Ensuing Fiscal Year (Recommended)	Ensuing Fiscal Year (Not Recommended)
HIGHWAYS & STREETS (cont.)								
4316	Street Lighting	4	14700	13155	14000		14000	
4319	Other							
SANITATION								
4321	Administration	4	95205	95564	94795		94795	
4323	Solid Waste Collection				0		0	
4324	Solid Waste Disposal	4	316460	267051	280131		280131	
4325	Solid Waste Clean-up				0		0	
4326-4329	Sewage Coll. & Disposal & Other							
WATER DISTRIBUTION & TREATMENT								
4331	Administration							
4332	Water Services	4	69989	66256				
4335-4339	Water Treatment, Conserv. & Other							
ELECTRIC								
4351-4352	Admin. and Generation							
4353	Purchase Costs							
4354	Electric Equipment Maintenance							
4359	Other Electric Costs							
HEALTHWELFARE								
4411	Administration	4	29096	28145	28996		28596	400
4414	Post Control	4	19010	16546	17605		17606	
4415-4419	Health Agencies & Hosp. & Other	4	6445	6367	6652		6652	
4441-4442	Administration & Direct Assist.				0		0	
4444	Intergovernmental Welfare Payments				0		0	
4445-4449	Vendor Payments & Other	4	20000	15384	20000		20000	

1	2	3	4	5	6	7	8	9
ACCT #	PURPOSE OF APPROPRIATIONS (RSA 32.3.V)	OP Bud. Warr. Art #	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (Recommended)	(Not Recommended)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year (Recommended)	(Not Recommended)
CULTURE & RECREATION								
4520-4529	Parks & Recreation	4	81066	72277	95894		95894	
4550-4559	Library	4	182496	182496	197999		197999	
4583	Patriotic Purposes	4	700	701	949		949	
4589	Other Culture & Recreation	4	22275	22829	25000		25000	
CONSERVATION								
4611-4612	Admin & Purch. of Nat. Resources	4	2166	1165	2191		2191	
4619	Other Conservation							
4631-4632	Redevelopment and Housing							
4651-4659	Economic Development							
DEBT SERVICE								
4711	Princ. - Long Term Bonds & Notes							
4721	Interest - Long Term Bonds & Notes							
4723	Int. on Tax Anticipation Notes		1	0	1		1	
4790-4799	Other Debt Service							
CAPITAL OUTLAY								
4901	Land							
4902	Machinery, Vehicles & Equipment							
4903	Buildings							
4909	Improvements Other Than Bldgs.							
OPERATING TRANSFERS OUT								
4912	To Special Revenue Fund							
4913	To Capital Projects Fund							
4914	To Enterprise Fund							
	- Sewer							
	- Water							

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3.V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (Recommended)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year (Recommended)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year (Not Recommended)	
	OPERATING TRANSFERS OUT (cont.)							
	- Electric							
	- Airport							
4917	To Nonexpendable Trust Funds							
4919	To Fiduciary Funds							
	OPERATING BUDGET TOTAL		4554971	4282033	4964596	0	4964196	400

1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
TAXES					
3120	Land Use Change Taxes - General Fund	4	2100	0	0
3180	Resident Taxes				
3185	Timber Taxes	4	7708	10000	10000
3186	Payment in Lieu of Taxes	4	28541	29000	29000
3189	Other Taxes				
3190	Interest & Penalties on Delinquent Taxes	4	67451	58850	58850
	Inventory Penalties				
3197	Excavation Tax (\$.02 cents per cu yd)	4	2716	2500	2500
LICENSES, PERMITS & FEES					
3210	Business Licenses & Permits	4	122326	66875	66875
3220	Motor Vehicle Permit Fees	4	1268277	1179500	1179500
3230	Building Permits	4	23289	18130	18130
3290	Other Licenses, Permits & Fees	4	31849	29890	29890
3311-3319	FROM FEDERAL GOVERNMENT	4	337	0	0
FROM STATE					
3351	Shared Revenues		0		
3352	Meals & Rooms Tax Distribution	4	369471	369471	369471
3353	Highway Block Grant	4	203371	177804	177804
3354	Water Pollution Grant				
3355	Housing & Community Development				
3356	State & Federal Forest Land Reimbursement	4	339	338	338
3357	Flood Control Reimbursement				
3359	Other (including Railroad Tax)	4	4725	0	0
3379	FROM OTHER GOVERNMENTS				
CHARGES FOR SERVICES					
3401-3406	Income from Departments	4	107216	87475	87475
3409	Other Charges				
MISCELLANEOUS REVENUES					
3501	Sale of Municipal Property	4	810	0	0
3502	Interest on Investments	4	6375	4515	4515
3503-3509	Other	4	79143	4041	4041
INTERFUND OPERATING TRANSFERS IN					
3912	From Special Revenue Funds				
3913	From Capital Projects Funds				

1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
INTERFUND OPERATING TRANSFERS IN (cont.)					
3914	From Enterprise Funds				
	Sewer - (Offset)				
	Water - (Offset)				
	Electric - (Offset)				
	Airport - (Offset)				
3915	From Capital Reserve Funds				
3916	From Trust & Fiduciary Funds				
3917	Transfers from Conservation Funds				
OTHER FINANCING SOURCES					
3934	Proc. from Long Term Bonds & Notes				
	Amounts Voted From Fund Balance			98378	98378
	Estimated Fund Balance to Reduce Taxes				
TOTAL ESTIMATED REVENUE & CREDITS			2326044	2136767	2136767

****BUDGET SUMMARY****

	ADOPTED BUDGET	SELECTMEN'S RECOMMENDED BUDGET	BUDGET COMMITTEE'S RECOMMENDED BUDGET
Operating Budget Appropriations Recommended (from pg. 5)	4564971	4964996	4964196
Special Warrant Articles Recommended (from pg. 6)		28378	28378
Individual Warrant Articles Recommended (from pg. 6)		91100	70000
TOTAL Appropriations Recommended		5084074	5062574
Less: Amount of Estimated Revenues & Credits (from above)		2136767	2136767
Estimated Amount of Taxes to be Raised		2947307	2925807

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18: _____
 (See Supplemental Schedule With 10% Calculation)

5568831



DELIBERATIVE SESSION

Town of Litchfield

February 4, 2012

Meeting called to order at 10:06 a.m. at Campbell High School in auditorium by Moderator John Regan.

Present were: Selectman Steve Perry - Chairman; John Brunelle-Vice Chairman, Frank Byron, and George Lambert; Budget Committee members John Harte - Chairman; William Spencer, Mike Falzone, Chris Pascucci. Town Counsel David Lefevre, Jason Hoch, Town Administrator, Theresa Briand, Town Clerk and approximately 70 Litchfield voters and 8 non-voters.

Ballot Clerks on duty were Joan McKibben, Bertha Mieczkowski and Patricia Regan.

Following a series of announcements the Moderator led the assembly in the Pledge of Allegiance to the American Flag. He then announced that there would be an "open mike" period partway through the session to allow voters to bring up issues of interest unrelated to official business of the meeting.

First order of business was a voice vote that would authorize non-voters to speak. Majority rules yes.

Moderator John Regan asked for volunteers to carry ballot boxes in the event a paper ballot vote is required, John and Phil were volunteers.

Article 1 To elect by ballot the following Town officers: One Selectmen -Three Year Term; Two Budget Committee members - Three Year Term; One Budget Committee Member - One Year Term; One Library Trustee – Three Year Term; One Trustee of Trust Funds- Three Year Term; One Cemetery Trustee-Three Year Term; One Moderator – Three Year Term; One Supervisor of the Checklist – Six Year Term.

There was no discussion so article will appear as written.

Article 2 Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Section 200, Definitions, to insert a new definition for Multi-Family Residence as Section 200.16 and renumbering all subsequent definitions.

This amendment has Planning Board approval.

Russ Blanchette spoke to the article stating that the Planning Board would like to amend Section 200, Definitions, to insert a new definition for Multi-Family Residence. The Planning Board did approve this at a recent meeting by a unanimous vote. The wording that will be added to the ordinance will read as follows: To define a multi-family resident as three or more attached dwelling units contained in a single building. Very simple and helps keep us in line with state requirements.

Janine Lepore – 17 Greenwich Road - asked if there was a tax impact? Russ explained that this is just a change in the definition and her question relates to the next article.

No further discussion and the article will appear as written.

Article 3 Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Adopt a new section 507, Accessory Dwelling Units, to allow flexibility in living Arrangements and to provide alternative "not-for-rent" housing opportunities for an owner occupant's family member or family caregiver. This ordinance will permit single family residences to construct a secondary dwelling unit that is subordinate and internally connected to the principal dwelling unit and limited in size to between 500 and 650 square feet. Any renovations or additions shall maintain the existing single family character of the dwelling and neighborhood.



DELIBERATIVE SESSION

(continued)

This amendment has Planning Board approval.

Tom Young spoke to the article – This article does not have anything to do with the workforce housing. This is strictly auxiliary, apartment in your house, and this is the only reason we are doing this. The reason we are doing this is because as people get older or have problems they need in-house care and this is the most economical way of doing this.

Janine Lepore – 17 Greenwich Road - asked if there was a tax impact due to addition town services that may be required such as ambulance. Tom stated that there are none that he was aware of. Property tax wise, there would be if an addition was added.

Jason Guerette – 11 Perry Court - asked what prompted the change, have we seen an increase in living conditions? Tom stated this was long overdue to be updated and as stated it would relieve the burden on some people in town.

Anja Duprat – 5 Ronisa Avenue - how are you going to determine not for rent? Are you going to ask five years down the road? Also there are several of these homes already in town, so why the need for this now? Tom stated that the town feels that this is a fair way to do this. As for who is living in the house the building inspector is in charge of this. John Regan stated that it is a code enforcement issue.

Bob Curtis Vice-Chair, stated that the primary reason for doing this was for safety as far as who is living there and whether or not rent is collected is out of our control. Anyone can rent a bedroom out.

Steve Perry stated that this is already happening in town and this just puts regulations on this. Now the building inspector has something to enforce.

George Lambert – 3 Lydston Lane – without this change isn't it true that kitchens cannot be installed?
Tom – Yes kitchens could not be installed in the past without this ordinance.

No further discussion and the article will appear as written.

Article 4 To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling, \$4,964,196. Should this article be defeated, the default budget shall be \$4,931,196, which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

John Brunelle spoke to this article just to highlight a few changes in the budget it obviously represents an increase from last year. The majority of budget increase of \$469,948 is directly related to voter approved items from 2011. \$275,872 in fire hydrant fees, eliminating charges on Pennichuck East customer bills; \$177,804 in Highway Block Grant Funds moved into the regular operating budget; \$13,716 in increase in Police union salaries and benefits with approval of contract. Without these prior year allocations, total increase is \$2,556 of additional funds over 2011 budget. I think that it shows a good attempt to keep our taxes flat and continue the services we have today.

Susan Seabrook -18 Bear Run Drive – Could you please explain the \$ 275,872 Fire Hydrant Fee's? John explained that this was a Warrant Article that was approved which allowed the Town to assume the cost of the hydrant maintenance fees from Pennichuck. Prior to approval, it was a fee on your water bill of like \$12 - \$15.



DELIBERATIVE SESSION

(continued)

No further discussion and the article will appear as written.

Article 5 To see if the Town will vote to raise and appropriate the sum of \$70,000 for the purpose of replacing the roof at the Town Hall/Police Station building and to fund this appropriation by authorizing the use of the unexpended fund balance (surplus) as of December 31, 2011. This would have a net cost to 2012 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

Frank Byron spoke to the article - Town Hall was built in 1998. The shingles were manufactured by IKO Industries, LTD, Aristocrat model with a 25 year warranty. The shingles were considered a "green" shingle in its day composed of wood fiber organic matter. Sometime in 2006 the roof began to fail in several locations. The town had a consultant come in and do a roof inspection. During that inspection he found that the ridge cap and valleys were failing, brittle shingles as well as nails coming through overlying shingles. The Town has contacted the manufacturer to exercise the warranty. There is also a class action suit against the manufacturer for these shingles. The roof was repaired in 2011 to see if we could stretch the useful life. The replacement roof is made of an Architectural grade shingle with a 30 year warranty. There will be 4ft. of metal along the roof's drip edge and valleys with 6ft ice and water shield on roof edge and valleys. The plywood problems will be repaired. The Town obtained 3 estimates ranging from \$51,000 - \$75,000. Work will go to bid prior to awarding a contract.

Ralph Boehm – 6 Gibson Drive - Are we replacing with real shingles? Frank – Yes

Jason Guerrette – 11 Perry Court - I would like to first thank the Board for getting us the information. My question is the Article states that the net cost to replace the roof is \$0. Isn't this money that was left over in the budget and if it was returned to the taxpayer and gone through the budget process would it have the same effect? Frank stated, no it would not have the same effect. We would have had to ask the taxpayer for \$70,000 again.

William Barrett – 53 Pilgrim Drive – What is the projected time and outcome of the Class Action Suit? Frank stated that he did not know the projected time because that is out of the town's hands but what is in the town's hands is the ability to go after the company on the warranty. The problem with going with the law suit is that an amount gets rewarded and the majority of the money gets taken by lawyers and you get a small fraction of what is really due.

Janine Lapore – 17 Greenwich Road - Is it certain that we will join the Class Action Suit or will the Town explore the warranty? Frank – That is exactly what we are doing we are going today to file a claim for the warranty. We would get more exploring the warranty than going with the suit. Janine – Can we go after the contractor that installed the roof for the other items listed? It seems that these things should have been done when roof was installed? Frank – I do not believe that we can go after the contractor; this seems to be a direct result from the shingles.

Andrew Cutter – 6 Moose Hollow Road – You previously stated that the manufacturer was out of business and we had to go with the class action suit. Is this not the case? Frank – It is not the case. Andrew - so we do have an opportunity to go after the warranty? Frank- Yes. Andrew - So you mentioned that we are filing the paperwork on this today? Frank – Yes. Andrew- We noticed this in 2008? Frank- No, 2006. Andrew - 2006 so why are we just getting around to this now? Frank – Because the town has tried to do some repair and see if we could try to keep the shingles from failing any further.

No further discussion and the article will appear as written.

Article 6 To see if the Town will vote to set the term of the appointed Fire Chief for three years subject to the conditions and requirements of RSA 154:5.



DELIBERATIVE SESSION

(continued)

Recommended by the Board of Selectmen (Vote: 5-0-0)

Steve Perry spoke to the article stating that this was a petition article in 2011 to convert the Fire Chief position to an appointed by the Selectmen. There is an option for a term provided by law. Fixing a term prompts for regular reviews of performance, ability and expectations. This will allow for either the Chief or the Selectmen to determine at the end of a term to reappoint or not.

Jason Guerrette – 11 Perry Court – Just curious as to how you came up with a three year term instead of an annual term where you would have much more flexibility? Steve stated that they figured that the current Chief was on a three year term.

Ralph Boehm – 6 Gibson Drive – just looking for clarification.

Nick D'Alleva – 15 Cutler Road – What does indefinite entail? Steve explained the indefinite means that the person will remain in the position until he/she decides they don't want the position or they do something to cause them to be removed from the position.

Ann Moody – 28 Garden Drive – Is this going to be a full time position? A part time position? Will it include benefits? Is it going to be an increase to the taxpayers? Steve stated that this was all explained on the warrant article from last year. It will be a part time 24 hour max. position.

Lynn Ober – State Rep. – just wanted to state that the Fire Chief and the Police Chief have the same protection under law if the town does not choose the one or three year term, they will be protected under the law as indefinite.

Chris Pascucci – 12 Colonial Drive - Just wanted to explain to people how we got to this point with an appointed Fire Chief versus an elected Fire Chief. We turned over our responsibility to have the choice.

Jason Guerrette - 11 Perry Court – Does this position qualify for benefits? Steve stated that it does with a 50% ratio.

Jason made a motion to make this position a 1 Year Term rather than a 3 Year Term. Steve stated that was what the Board was looking for as a default.

Article 6 Amended – To see if the town will vote to set the term of the appointed Fire Chief for 3 years subject to the conditions and requirements of RSA 154:5. If this article fails, the Fire Chief will be appointed for 1 year.

The article will appear on the ballot as amended.

Article 7 To see if the Town will vote to establish a Cable Revolving Fund pursuant to RSA 31:95-h. The money received from cable franchise fees shall be allowed to accumulate from year to year, and shall not be considered to be part of the general fund unreserved fund balance. The Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon order of the Board of Selectmen (no further legislative body approval required). These funds may be expended only for cable access services for public, educational or governmental purposes as stated in RSA 31:95-h and no expenditure shall be made in such a way as to require the expenditure of other funds that have not been appropriated for that purpose. If adopted, such Revolving Fund would become active effective January 1, 2013.

Recommended by the Board of Selectmen (Vote: 5-0-0)

George Lambert spoke to the article George stated that this is a piggy bank. As part of cable franchise renewal in 2011, the Board of Selectmen reduced franchise fee from 5% to 2%. The franchise fee is paid by all cable subscribers on top of their bill for television services. All franchise fees currently go into the general fund and serve to offset taxes. Franchise fee received in 2011 were \$120,841. Cable operation in



DELIBERATIVE SESSION

(continued)

2011 budgeted at \$22,275. This article proposes taking the revenues from franchise fee payments and depositing them in a separate account to cover cable operations and equipment.

Bill Spencer – 9 Cranberry Lane – made an amendment to the wording of the article to help the residents understand where this money is coming from.

Article 7 Amended To see if the Town will vote to establish a Cable Revolving Fund pursuant to RSA 31:95-h. The money received from cable franchise fees shall be allowed to accumulate from year to year, and shall not be considered to be part of the general fund unreserved fund balance. The Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon order of the Board of Selectmen (no further legislative body approval required). These funds may be expended only for cable access services for public, educational or governmental purposes as stated in RSA 31:95-h and no expenditure shall be made in such a way as to require the expenditure of other funds that have not been appropriated for that purpose. If adopted, such Revolving Fund would become active effective January 1, 2013. Franchise fees for this Town Service are only paid by Litchfield Residents who are subscribers of cable television.

Recommended by the Board of Selectmen (Vote: 5-0-0)

The article will appear on the ballot as amended.

Article 8 To see if the Town will vote to establish a Public Works Expendable Trust Fund pursuant to RSA 31:19-a. Furthermore, to raise and appropriate the sum of \$20,000 for transfer into this fund from the unexpended fund balance as of December 31, 2011 and to appoint the Board of Selectmen as agents to expend from the fund. This Fund can be used for payment of solid waste disposal fees in excess of the annual budgeted appropriation for that purpose as well as the replacement of capital equipment at the Solid Waste Facility with a value of greater than \$5000. In addition, this Fund can be used for payment of snow removal related costs, including wages, contracted service fees and purchase of salt and sand in excess of the annual budgeted appropriation for those purposes. This would have a net cost to 2012 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

For several years the Board of Selectmen have been budgeting a contingency line to cover unexpected cost such as snow removal. This article uses \$20,000 of fund balance for Trust Fund – no additional taxes being raised. If unused, money will remain in Trust Fund until needed. If used, a future Town Meeting may be asked in a warrant article to put additional money in the Trust Fund. As an example a late season snow storms could leave the Town in a position where bills need to be paid (contractors, salt, sand), but insufficient funds to do so. Being so late in the year, it may not be possible in December to reallocate funds from other parts of the budget to cover these.

No further discussion and the article will appear as written.

Article 9 To see if the Town will vote to hire a part-time Recreation Coordinator for approximately 260 hours per year. And further to see if the Town will vote to raise and appropriate the sum of \$4758 for this purpose, with \$4420 representing the wage cost and \$338 representing the cost of associated taxes.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Not recommended by the Budget Committee (Vote: 1-7-0)

The Recreation Coordinator is responsible for management of all recreation facilities in order to provide clean and safe opportunities for sport and recreation and promote a healthy lifestyle for all community residents. This individual will work under the supervision of the Recreation Commission, who assigns areas



DELIBERATIVE SESSION

(continued)

of responsibility, outline policy, reviews work in progress and/or completion and provides instructions as needed.

Chris Pascucci - 12 Colonial Drive - offered an amendment to the article changing the dollar amount to \$1000.00 to be as a stipend. The amendment fails by voice vote.

(See end of meeting for further discussion and amendment to Article 9.)

Article 10 To see if the Town will vote to rescind the requirements for capital expenditures as approved in Article 5 in 1996. And further, to require that the Board of Selectmen adopt annually a purchasing policy that defines the conduct of purchasing activities for the Town of Litchfield.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Frank Byron spoke to the article stating that the 1996 warrant creates inefficiencies; it does not address the use of State Bid items; it does not cover non capital items; it does not consider items from a single source supplier. It requires that vendors submit "sealed" bids not just an "open" bid. Sets a limit for bidding at \$7,500.00. Ads would be placed in two newspapers with no consideration of the internet. These limits have been in effect for 16 years. In 2009, the Board of Selectmen instituted a purchasing policy. It is the belief of the Board of Selectmen that the purchasing system required by the 1996 warrant is outdated and in need of revision. This article does not do away with the competitive bidding and it allows the Board of Selectmen to expend monies not approved by the voter. This article will save the taxpayer's money.

Chris Pascucci – 12 Colonial Drive - I happen to agree with Mr. Byron, we did have an issue a few years back with a truck and time was of the essence. It was a state bid, we almost lost it, but we did manage to get through it. Newspapers are outdated there are things that need to be changed but why can't this be corrected. Let's fix the warrant and not give all the authority to the Board of Selectmen.

No further discussion and the article will appear as written.

Article 11 To see if the Town will vote to create an expendable trust fund under the provisions of RSA 31:19-a to be known as the Library Vacation Accrual Expendable Trust Fund and to authorize the Library Board of Trustees to serve as agents to expend from the funds, and further to raise and appropriate the sum of \$8,378 for transfer into this fund from the unexpended fund balance as of December 31, 2011. This amount is shown on the Library's balance sheet as a liability. The intent of this article is to annually account for the cost of earned but unused vacation time so that expenses associated with employee resignations and retirements do not impact the current budget year. This would have a net cost to 2012 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

Jason Hoch, Town Administrator will speak to the article – For those of you who were here last year this is the same we submitted this same article for town employees. This fund would take money already in the Town's General fund and set it aside in a special account for covering the expenses of personnel leaving the employ of the Library. The article will have no impact on the taxes appropriated. Currently, payment of unused vacation time would be required to come from the fiscal year's budget.

No further discussion and the article will appear as written.

Article 12 To see if the Town will vote to raise and appropriate the sum of \$16,342 which represents salary and benefit costs for a 1.5% cost of living adjustment for non-union full time and regular part time Town and Library employees not otherwise under contract or part of a bargaining unit. This adjustment to eligible positions would be made April 1, 2012.



DELIBERATIVE SESSION

(continued)

Recommended by the Board of Selectmen (Vote: 5-0-0)
Not recommended by the Budget Committee (Vote: 3-4-1)

George Lambert will speak to the article - The last cost of living adjustment for Town Staff was in 2010. Proposed 1.5% increase effective April 1 is less than increase in Consumer Price Index of 2.9 % for Boston/Nashua and COLA given to Social Security recipients (3.6%) for 2012. 1/3 of the employees in this group are not eligible for any other pay adjustment this year because they are at a step threshold or max step. Our town employers work very hard for us and this is a great thing to do for them.

William Barrett – 53 Pilgrim Drive – Can we hear from the Budget Committee as to their opposition on this article?

John Harte spoke on behalf of the Budget Committee – The Budget Committee voted down the COLA for two reasons; one being that we didn't feel that with the current economy a COLA was necessary. We also feel that there is a problem with the grade/step system.

Chris Pascucci - Budget Committee member - I abstained from this vote because I feel each individual needs to vote as they feel necessary. It goes along with your current situation. This is not a raise it is a cost of living increase.

Tim Kearns – Brickyard Drive – Are there any employees who are not considered regular? George stated that yes there are regular part time employees and there are call part time employees which refers to the Fire Department. Tim proposed an amendment to the article striking the word regular. Amendment is denied because it changes the intention of the article.

No further discussion and the article will appear as written.

Article 9 – reopened for discussion

George Lambert – 3 Lydston Lane - made an amendment to the Article to change the amounts of money. George stated that if we change the amount of money on the article the Budget Committee can change their recommendation.

John Harte of the Budget Committee stated that the reasoning behind the Budget Committee not recommending this article was that the Recreation Commission did not come to them with a complete job description. Because they did provide all that information today the Budget Committee may reconsider their vote.

Article 9 Amended To see if the Town will vote to hire a part-time Recreation Coordinator for approximately 260 hours per year. And further to see if the Town will vote to raise and appropriate the sum of \$4759 for this purpose, with \$4420 representing the wage cost and \$339 representing the cost of associated taxes.

No further discussion and the article will appear as written.

The Moderator then read a few more announcements regarding election on March 13th. A special thank you to was extended to Dr. Elaine Cutler from the Board of Selectmen for her years of service and all her much appreciated help. She will be missed dearly. With no further questions or business to discuss at 1:35 p.m. John Regan moved to adjourn. Seconded by George Lambert. The motion carried by voice vote.

A true record of business conducted at the Deliberative Session, attest:

Theresa L. Briand
Town Clerk



TOWN WARRANT TOWN OF LITCHFIELD, NEW HAMPSHIRE

TOWN OF LITCHFIELD, NEW HAMPSHIRE

To the inhabitants of the Town of Litchfield in the County of Hillsborough in said State, qualified to vote in Town Affairs:

You are hereby notified that the first session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on February 4, 2012 at 10:00 a.m. for explanation, discussion and debate of each warrant article. Warrant articles may be amended at this session per RSA §40:13, IV except for Warrant Article 4, the wording of which is prescribed by law and cannot be amended per RSA §40:13, IV (a).

You are hereby notified that the second session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 3, 2012 at 7:00 in the forenoon for the choice of Town Officers elected by official ballot to vote on questions required by laws to be inserted on the official ballot and to vote on all warrant articles from the first session on official ballot per RSA §40:13, VIII. The polls for the election of town officers and other action required to be inserted on said ballot will be open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ELECTION OF OFFICERS

Article 1: To elect by ballot the following Town officers:

Moderator - 1 - 3 Year Term
Selectman - 1 - 3 Year Term
Budget Committee - 2 - 3 Year Terms; 1 - 2 Year Term
Checklist Supervisor - 1 - 6 Year Term
Library Trustee - 1 - 3 Year Term
Trustee of the Trust Fund 1 - 3 Year Term
Cemetery Trustee 1 - 3 Year Term

DEFINITION OF MULTI-FAMILY RESIDENCE

Article 2: Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Section 200, Definitions, to insert a new definition for Multi-Family Residence as Section 200.16 and renumbering all subsequent definitions.

This amendment has Planning Board approval.

ACCESSORY DWELLING UNITS

Article 3: Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Adopt a new section 507, Accessory Dwelling Units, to allow flexibility in living arrangements and to provide alternative "not-for-rent" housing opportunities for an owner occupant's family member or family caregiver. This ordinance will permit single family residences to construct a secondary dwelling unit that is subordinate and internally connected to the principal dwelling unit and limited in size to between 500 and 650 square feet. Any renovations or additions shall maintain the existing single family character of the dwelling and neighborhood.

This amendment has Planning Board approval.



TOWN WARRANT

(continued)

OPERATING BUDGET

Article 4: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling, \$4,964,196. Should this article be defeated, the default budget shall be \$4,931,196, which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

Recommended by the Board of Selectmen (Vote: 5-0-0)
Recommended by the Budget Committee (Vote: 8-0-0)

TOWN HALL/POLICE STATION ROOF REPLACEMENT

Article 5: To see if the Town will vote to raise and appropriate the sum of \$70,000 for the purpose of replacing the roof at the Town Hall/Police Station building and to fund this appropriation by authorizing the use of the unexpended fund balance (surplus) as of December 31, 2011. This would have a net cost to 2012 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 5-0-0)
Recommended by the Budget Committee (Vote: 8-0-0)

FIRE CHIEF TERM

Article 6: To see if the Town will vote to set the term of the appointed Fire Chief for three years subject to the conditions and requirements of RSA 154:5.

Recommended by the Board of Selectmen (Vote: 5-0-0)

CABLE REVOLVING FUND

Article 7: To see if the Town will vote to establish a Cable Revolving Fund pursuant to RSA 31:95-h. The money received from cable franchise fees shall be allowed to accumulate from year to year, and shall not be considered to be part of the general fund unreserved fund balance. The treasurer shall have custody of all monies in the fund, and shall pay out the same only upon order of the Board of Selectmen (no further legislative body approval required). These funds may be expended only for cable access services for public, educational or governmental purposes as stated in RSA 31:95-h and no expenditure shall be made in such a way as to require the expenditure of other funds that have not been appropriated for that purpose. If adopted, such Revolving Fund would become active effective January 1, 2013.

Recommended by the Board of Selectmen (Vote: 5-0-0)

PUBLIC WORKS TRUST FUND

Article 8: To see if the Town will vote to establish a Public Works Expendable Trust Fund pursuant to RSA 31:19-a. Furthermore, to raise and appropriate the sum of \$20,000 for transfer into this fund from the unexpended fund balance as of December 31, 2011 and to appoint the Board of Selectmen as agents to expend from the fund. This Fund can be used for payment of solid waste disposal fees in excess of the annual budgeted appropriation for that purpose as well as the replacement of capital equipment at the Solid Waste Facility with a value of greater than \$5000. In addition, this Fund can be used for payment of snow removal related costs, including wages, contracted service fees and purchase of salt and sand in excess of the annual budgeted appropriation for those purposes. This would have a net cost to 2012 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 5-0-0)
Recommended by the Budget Committee (Vote: 8-0-0)



TOWN WARRANT (continued)

PART-TIME RECREATION COORDINATOR

Article 9: To see if the Town will vote to hire a part-time Recreation Coordinator for approximately 260 hours per year. And further to see if the Town will vote to raise and appropriate the sum of \$4758 for this purpose, with \$4420 representing the wage cost and \$338 representing the cost of associated taxes.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Not recommended by the Budget Committee (Vote: 1-7-0)

PURCHASING POLICY

Article 10: To see if the Town will vote to rescind the requirements for capital expenditures as approved in Article 5 in 1996. And further, to require that the Board of Selectmen adopt annually a purchasing policy that defines the conduct of purchasing activities for the Town of Litchfield.

Recommended by the Board of Selectmen (5-0-0)

LIBRARY VACATION ACCRUAL TRUST FUND

Article 11: To see if the Town will vote to create an expendable trust fund under the provisions of RSA 31:19-a to be known as the Library Vacation Accrual Expendable Trust Fund and to authorize the Library Board of Trustees to serve as agents to expend from the funds, and further to raise and appropriate the sum of \$8,378 for transfer into this fund from the unexpended fund balance as of December 31, 2011. This amount is shown on the Library's balance sheet as a liability. The intent of this article is to annually account for the cost of earned but unused vacation time so that expenses associated with employee resignations and retirements do not impact the current budget year. This would have a net cost to 2012 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

COST OF LIVING WAGE ADJUSTMENT

Article 12: To see if the Town will vote to raise an appropriate the sum of \$16,342 which represents salary and benefit costs for a 1.5% cost of living adjustment for non-union full time and regular part time Town and Library employees not otherwise under contract or part of a bargaining unit. This adjustment to eligible positions would be made April 1, 2012.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Not recommended by the Budget Committee (Vote: 3-4-1)

Given under our hands and seal this 23rd day of January, in the year of our Lord Two Thousand Twelve.

TOWN OF LITCHFIELD - Board of Selectmen

Steve Perry, Chairman

John Brunelle, Vice-Chair

Frank Byron

George Lambert

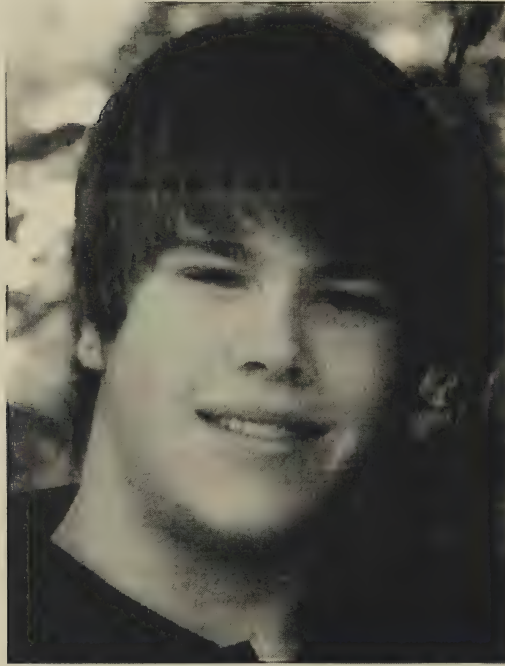
Brent Lemire

ANNUAL REPORT
of the
LITCHFIELD
NEW HAMPSHIRE
SCHOOL DISTRICT



2011

In Memoriam



**DEAN MICHAEL ANDREWS
APRIL 15, 1991—APRIL 6, 2011**

**CAMPBELL HIGH SCHOOL
CLASS OF 2009
LITCHFIELD SCHOOL DISTRICT**

LITCHFIELD SCHOOL DISTRICT ANNUAL REPORT – 2011

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SCHOOL DISTRICT OFFICERS

MODERATOR

John G. Regan

CLERK

Lynn Baddeley

TREASURER

Lynn Baddeley

SCHOOL BOARD

John York, Chair
Term Expires March 2013

Mary Prindle, Vice-Chair
Term Expires March 2013

Patricia D'Alleva
Term Expires March 2014

Jason Guerrette
Term Expires March 2012

Dennis Miller
Term Expires March 2012

Cameron Branco
Nicole Cordingley
Student Representatives to the Board 2011-2012



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Jason Guerrette

Patricia D'Alleva

2011 ANNUAL REPORT SCHOOL BOARD CHAIR

To My Fellow Residents of Litchfield,

What a year 2010-11 has been for our schools. This year's school budget had many ups and downs. Faced with a reduction of \$ 2.1M in state funding, the Litchfield School Board held a series of public sessions with the community to determine the best manner to preserve the integrity and high standards of our schools. In addition to a decrease in state funding, Litchfield is experiencing a decline in student enrollment with a reduction of 152 students over the past five years. An austere budget was passed, and a reduction in force occurred affecting professional and support staff in the district.

At the end of the Legislative Session in June, 2011, funds were restored to the district. The Litchfield School Board held a public listening session in August to prepare for a Special Meeting in September. As a result of that meeting, \$450,000 was restored to the school district for critical positions and programs. I would like to take this opportunity to thank the community for its support of the schools.

Our administrators, athletes and students were recognized across the state and nationally for their achievements.

We are privileged to have our schools directed by a strong group of leaders. Dr. Elaine Cutler, who will be retiring in June 2012, was awarded the Superintendent of the Year Award for NH and will be recognized in Houston, Texas. Mr. Robert Manseau was recognized as the Secondary Principal of the Year for New Hampshire in Washington, DC and was chosen as a Finalist for Secondary Principal of the Year for the United States. Litchfield Middle School Principal Mr. Tom Lecklider was the finalist for Middle School Principal of the Year in New Hampshire and CHS Assistant Principal Laurie Rothhaus was the finalist for High School Assistant Principal of the Year in New Hampshire.

Recently Mr. Bo Schlichter, Principal of Griffin Memorial School, announced his retirement at the end of this school year. Along with the announced retirements of Dr. Cutler and Mr. Manseau, we will begin to see a new chapter of learning for students and parents in the Litchfield School District. Assistant Principal Laurie Rothhaus was selected as the Principal-Elect for CHS. Presently we are recruiting for a new Superintendent of Schools, Principal of GMS and Assistant Principal at CHS.

All our sports teams did very well this past year; however we should take special note of CHS Girls Soccer, Basketball and Softball who all won a State Championship this year. The boys of CHS also won a State Championship in outdoor track. CHS wrestling also crowned their first State Champion in 2011.

Our commitment to the visual and performing arts continues to afford our students opportunities to be successful on many levels. Our music and art programs in all the schools are highly rated with groups from both CHS and LMS receiving recognition and awards at concerts and state competitions. Our drama students performed very well in productions staged for the community. The school board wishes to recognize and encourage these students for their interest and commitment to the arts.

As we prepare the 2012-13 budgets more changes are in store for our town. With many different ideas of how the budget process should occur, it is going to take you the citizens of Litchfield to have their voices heard at the deliberative meeting on February 4th and again on March 13 when we vote on the budget and elect two school board members. Please save these dates and make your voice heard on these important matters.

Thank you for the opportunity to serve, you the citizens of Litchfield, as your School Board Chair for this last year. I would like to thank my fellow board members Trish D'Alleva, Jason Guerrette, Dennis Miller and Mary Prindle for their dedication and commitment to the Litchfield School District. While we may not always agree on the process, I do believe we all can agree the educating of our children is the greatest gift we can give them.

Please continue your support of the students of Litchfield in all the activities they do.

Respectively submitted,

John York
School Board Chairman.



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

2011 ANNUAL REPORT SUPERINTENDENT OF SCHOOLS

It is an honor and privilege to prepare the Litchfield Annual Report for 2011. Every year brings challenges and opportunities for school districts and communities, and this year was no exception.

The year began in January with a great honor for the Litchfield School District. Robert Manseau, principal of Campbell High School, was chosen as the New Hampshire High School Principal of the Year. Mr. Manseau's work is a proud reflection of the quality education that is available to students each and every day. The honor was further enhanced by an announcement later in the year that Mr. Manseau was one of the three finalists in the nation. He was honored in Washington, D.C. for his work in Litchfield. It was a proud moment for the entire community.

The Deliberative Session and the March Meeting were somber events that were well attended as the school district prepared for a \$2.1M reduction in state adequacy funds which was 33% of the total state allocation. Many services were reduced and professional and support positions were eliminated as a result. District staff and colleagues held several workshops to assist current employees who were part of the reduction in force to prepare resumes and practice interviewing skills as they re-entered the marketplace.

During the March Meeting, Mrs. Patricia D'Alleva was elected to the Litchfield School Board and continues to serve the community. John York was elected by his colleagues to serve as Chair of the Board. I would be remiss if I did not thank Mrs. Cynthia Couture for her 14+ years of service. She is a true supporter of public education and has contributed thousands of volunteer hours to the Litchfield School District.

At the end of the Legislative Session in June, state adequacy funds were restored to all affected school districts in New Hampshire. As a result, a well-attended public "listening session" was held in August, and a Special Meeting was held in September. The Litchfield School Board carefully crafted six Articles that addressed the most crucial reductions that were made in March. The details of those Articles can be found in a separate section of this Town Report. As allowed by unique legislative action for this year, the Special Meeting was conducted in a town meeting format. Six Articles were present to the community. The voters who attended the meeting made a decision to restore all Articles presented in the amount of \$449,328. The teachers and staff at all schools were appreciative of the community and their willingness to restore some services to support our schools.

Weather was noteworthy as the 2011-2012 school year began. Hurricane Irene caused the first day of school to be cancelled on August 29. Power was disrupted and Emergency Management Teams were activated. Fortunately, no school buildings sustained damages.

The October Nor'easter caused considerable more disruption. An unusual storm in late October caused substantial damage to trees and power lines. Power was lost for more than five days in most sections of the community. The emergency generator was activated at Campbell High School and a warming shelter was opened for four evenings serving a simple warm meal, hot showers, and a place to charge electronic equipment. The warming shelter became a pivotal place for the community to gather, and weather the inconveniences in a positive way. One evening, the Litchfield Lions Club sponsored a superb family meal. More than 125 people attended. It was dangerous for children to play outdoors because of the myriad of downed wires. The Campbell High School gym and cafeteria became a safe venue to be active and socialize.

The Litchfield School Board thoughtfully worked on the 2012-13 school budget through October and November and presentations began to the Budget Committee in late November. I would like to take this opportunity to thank

the Litchfield Budget Committee for their thoughtful and respectful deliberations on behalf of the school district. They are mindful of the needs for quality education services and vigilant of the tax impact on all residents.

The last month of the year has brought many accolades to the district. Ms. Laurie Rothhaus, Assistant Principal of Campbell High School was named a finalist for Assistant Principal of the Year by the NH Principals Association, and Thomas Lecklider, Principal of Litchfield Middle School was named a finalist as Middle School Principal of the Year. Being a finalist for these prestigious awards is the result of outstanding leadership and performance on the part of both these individuals. I want to take this opportunity to congratulate them on these achievements. State results will be announced in January 2012.

I am honored to be selected as the Superintendent of the Year for New Hampshire. I am humbled by this recognition. New Hampshire is a state where quality, dedication and community are highly valued. I am blessed to serve in such a community where parents are supportive and involved, where children are recognized as the most valuable asset of a society, and teachers are highly skilled and devoted to the students they teach.

This is the last year that this amazing Administrative Team will be together as several retirements have been announced. Mr. Robert Manseau, principal of Campbell High School, will retire in June 2012. Mr. Manseau has been instrumental in improving academic achievement and his service is greatly valued. Mr. Bo Schlichter, the devoted and long serving principal at both Litchfield Middle School and Griffin Elementary School will retire in June 2012. I will also retire at the end of the school year.

I want to thank the community for its support both personally and professionally for the past five years. It has been a rewarding, fulfilling and cherished experience to serve as Superintendent of Schools in Litchfield.

Respectfully yours,

Elaine F. Cutler, Ed.D.



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

2011 ANNUAL REPORT BUSINESS AND FINANCE

I am pleased to submit my annual report on the district's business and financial operations.

Last year we continued to expand our use of technology to improve levels of service and productivity. The district implemented additional modules of financial, human resources and facilities management software applications. The business office met additional requirements regarding the special district meeting, and completed major energy conservation and building projects at all three schools.

This past year the district implemented the provisions of the Governmental Accounting Standards Board Statement 54 (GASBS-54) on Fund Balance Reporting and Governmental Fund Type Definitions. As a result of this change, the year-end fund balance historically reported as the unreserved and undesignated general fund balance is now reported as the unassigned fund balance.

The district closed fiscal year 2011 with an unassigned fund balance for the General Fund of \$772,115, an increase of 108.36% from the prior year. The major contributing factors to this year's high fund balance were: \$148,073 in excess revenues, which must be returned to the year-end fund balance; school board encumbrances made in June 2010 totaling \$234,313 to help offset the 2011 tax rate impact of the then expected \$2.1 million loss in state adequacy aid; an underspend in Special Education tuition (\$225,029), services (\$62,137), and transportation (\$22,598); electricity underspend of \$43,674 due primarily to savings from the Smart Start lighting conversion program; and an underspend of approximately \$40,599 in self-funded programs. Additional underspending in salaries and benefits offset over spending in several major accounts including building repairs, fuel oil, software leases, and data communications.

Due to a change in the state funding law, the district did not lose \$2.1 million in state adequacy that was expected when the original 2012 budget was presented to the voters in March. As a result of this unplanned revenue, the district held a special meeting in September at which the voters approved an additional \$449,328 to restore some critical positions that were cut from the initial 2012 budget request.

The development of the 2012-2013 budget was again a major effort during 2011 due to the added complexity of the September special meeting delaying the finalization of the 2012 budget.

All required reports to both the NH Department of Education and NH Department of Revenue Administration were successfully submitted accurately and on time.

The finance and human resources staff continued to handle an increased volume of operational requirements by continuously looking for areas of productivity improvements. Two significant improvements in 2011 were the implementation of the electronic attendance module in the finance and human resources software to automate the attendance process, and implement our software's online benefits module to complete a paperless open enrollment process.

I want to acknowledge the continued excellent work and dedication of JoEllen Bellerive, our Chief Accountant, Christine Lavacchia, our Payroll Coordinator, and Ann Inamorati, our Food Service Bookkeeper. I also want to acknowledge Deb Mahoney, our HR Director, for her valuable contributions and support to the business and finance operations of the district.

Our Buildings & Grounds operations continued to concentrate on improving the maintenance of our facilities and insuring a clean and healthy environment.

We continued to expand our use of technology to improve productivity by implementing an online facility scheduling solution for reserving rooms and fields and automatically linking those requests to our facilities maintenance software. This online facility scheduling solution will be expanded for community use in early 2012.

Major projects in 2011 included: updating the district's **Asbestos Hazard Emergency Response Act (AHERA)** required Asbestos Management Plan; the replacement of the hot water tank at Campbell; new bathrooms and hallway flooring at the Middle School; and the removal of one of the leased portable classroom buildings at Griffin. Two major energy conservation projects started in 2010, the district-wide lighting upgrade and an energy management system at the Middle School, were also completed.

I wish to acknowledge the excellent and dedicated work of our facilities team: Sue Ayer (Campbell High), Matt Bennett (District-wide Building & Grounds Coordinator), Dave Ross (Griffin Memorial), and Jack Williams (Middle School), and their staff for their excellent job in maintaining our facilities and grounds for our students and staff.

We completed a major change in our student transportation in 2011. First Student did an excellent job in re-routing the regular transportation busses to reflect one fewer bus this year, resulting in a cost savings.

A separate report is being submitted by the Director of Technology. I want to acknowledge and thank Kyle Hancock, Director of Technology, and Rob Demaine, Technology Coordinator, for their continued excellence in supporting the technology needs of the district.

A separate report is also being submitted by the Director of Food Service. I want to acknowledge and thank Hilda Lawrence, our Food Service Director, and her staff, for their hard work and continued commitment to the students and staff of the district.

As we enter 2012, my team and I look forward to meeting the challenges of providing the best services possible to support the outstanding programs of the district.

Respectfully Submitted,

Stephen F. Martin
Business Administrator



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

2011 ANNUAL REPORT DEPARTMENT OF SPECIAL SERVICES

The Department of Special Services provides assistance to staff, students, and parents in the areas of Special Education, 504 services, students at-risk for learning, and students who are home-schooled, as well as assistance for homeless students.

English Speakers of Other Languages (ESOL) are also included in the department. This population has increased in the Litchfield Schools and we have welcomed Kevin McClung into the district as our ESOL tutor.

The American Recovery and Reinvestment Act (ARRA) has come to the end of its two year financing. All funds available to the Litchfield School District were expended, and many students have benefitted from this funding. Some of the items purchased this past year have been SMART Boards for each school, which included training for teachers to learn this new technology.

At LMS there was a presentation by John Halligan regarding the story of his son, Ryan, addressing bullying, cyber bullying, and teen suicide prevention. This presentation was for all Litchfield Middle School students, with a separate presentation in the evening for parents. The seventh grade students benefitted from Project Safeguard this past May, which is a family-based preventative education program aimed at teaching parenting skills to parents, and improving choice-making for students in an effort to reduce the number of suspensions that occur. This program was well received, and will hopefully continue in the future.

Teachers from Griffin Memorial School attended a Professional Development Workshop given by Jodi O'Meara, who is the author of *RTI with Differentiated Instruction*.

To benefit students at Campbell High School, *ARRA* funds financed a group of teachers and administrators to attend the APEX Summer Leadership Institute, which is designed to build skills and knowledge for teams which are interested in implementing Positive Behavioral Interventions and Supports in the high school. These initiatives, in addition to all of the technology, supplies, and other equipment purchased, will benefit the students of Litchfield for years to come.

There have been a number of opportunities for parents to meet and share their ideas and concerns with the educators in our district. In May, there was a Parent Forum, which was a meeting facilitated by NH Connections to determine the next steps in the formation of a parent partnership group. Following this meeting, the Parent Support Group was formed, and meets on a monthly basis. This group consists of educators, parents and a representative from NH Connections, and together they share their ideas and concerns for the special needs children in the Litchfield School District.

In addition, the National Alliance on Mental Illness (NAMI) presented informational sessions for parents and teachers on children and anxiety, and also a workshop for teachers titled "See the Child, Not the Illness". NAMI also hosted a day long training of youth leaders from Campbell High School in suicide prevention. These presentations by NAMI were made possible through a Title IV Redistribution Grant given by the NH Department of Education to address violence and substance abuse prevention in New Hampshire schools. This grant also allowed four students to attend the NH Teen Institute in July, which addressed the areas of school climate initiatives, and prescription drug use awareness and prevention.

All of these parent and student activities are meant to address the cooperation of parents and school staff in providing the best possible outcomes for the students of the Litchfield School District.

The Department of Special Services is committed to delivering the most appropriate and beneficial educational experiences possible for our students, and in assisting the parents of the district by working collaboratively to see that their children succeed in their many diverse endeavors.

Sincerely,

Ronda Gregg, Ed. D.
Director of Special Services



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

2011 ANNUAL REPORT CURRICULUM AND INSTRUCTION

Thank you to the faculty, staff, and administration of each school along with the SAU staff who have made me feel welcome during my transition to the Litchfield School District. It is my pleasure to support the efforts to accomplish the district goals with regard to curriculum, instruction, assessment and professional development.

Curriculum development is underway for Family and Consumer Sciences and Technology Education. Due to the state adoption of the Common Core State Standards, the English/Language Arts Committee and the Math Committee are studying the standards and each will develop a revised curriculum for consideration by the Performance and Evaluation Review Committee and the School Board.

The focus areas for instruction were technology integration, differentiated instruction and formative assessments. Through district wide and individual professional development, our educators are encouraged to increase their integration of technology into student learning. This effort increases student interest and motivation to learn and also contributes to our goal of preparing students for post-secondary education and the workplace. Differentiated instructional strategies provide students with learning approaches that more closely align with a student's strengths and needs. Formative assessments are being designed by grade level and course in order to provide students and teachers with valuable information about the day to day learning of students.

District wide professional development focused on technology integration and the transition to an online system for professional development data. Our first Technology Institute was held on August 17 and 18. Eighty staff members attended one or both days to learn about SmartBoard hardware and software in addition to technology integration with regard to English/language arts, math science, social studies, arts and special education. The district transitioned to MyLearningPlan, a web-based professional development data system through which educators submit and monitor their activities toward recertification. Training was provided on several occasions at each school and with individuals to familiarize the staff members with the system.

Standardized assessments are given at each school during the year. The state NECAP tests for reading, math and writing are taken in October and released the following January of each year for grades 3 – 8 and 11. The NECAP science test is given in the spring and released in the fall for grades 4, 8 and 11. The results were very encouraging. Grades 3 and 4 scores increased over last year and exceeded the No Child Left Behind target for students scoring proficient or above of 88% in math and 91% in reading. Grades 5 – 8 also exceeded the same national targets. Grade 11 students exceeded the reading target of 89% and closely approached the math target of 72%. All three grades tested exceeded the state average in all four science domains of physical science, earth space science, life science and inquiry.

The district also administers the Measures of Academic Progress (MAP) assessment by NWEA to grades 3 – 10. This computer-based test adapts to the performance of the student so as to challenge students and also prevent students from becoming discouraged. Each grade collectively performed above the 60th percentile on the math and reading tests.

Federal grants were obtained in two categories that provided the district with funding. Our Title I Part A grant subsidized math and reading tutors at each school, professional development for math and reading, reading materials, and our summer reading academies at GMS and LMS. The purpose of Title IIA funding is professional development and was used this year for new teacher mentoring and technology integration in reading, math and other subjects. School Improvement grant funds were used at GMS and LMS to fund professional development.

Thank you to all the Litchfield educators and community members who participated in these various efforts and for their patience as we implemented the initiatives.

Respectfully submitted,

Julie S. Heon, Ed. D.
Director of Curriculum and Instruction



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

2011 ANNUAL REPORT TECHNOLOGY

The year 2011 saw many great achievements in technology for the Litchfield School District. In the winter of 2010 we reorganized our District Technology Committee and began work on our three year District Technology Plan which is a state requirement. This plan outlines the goals and objectives of technology which we hope to implement in the next three years. The committee worked hard to develop this plan during the spring. In the last week of June, both the Litchfield School Board and the State of New Hampshire approved the plan.

One aspect of this Technology Plan is to allow students, staff and community members to bring in devices such as iPods, Laptops, Tablets and any other WiFi enabled device and connect to our network for internet access. We piloted this program at CHS in the spring of 2010 and had great success. We opened school in August with just under 100 people using the wireless guest network at CHS. Our goal is to continue to roll this program out at GMS and LMS in coming years.

Over the summer of 2011 district personnel was able to access a great deal of new equipment. At CHS we replaced four computer labs as well as all the library computers. We reused computers that were still operational and have placed a PC in every classroom at CHS. Thanks to grant funding, the district was able to install 10 new interactive white boards. These boards increase student engagement and are a major step in providing an interactive 21st century classroom. Finally thanks to the Microsoft Agreement which we entered into in 2010 we were able to upgrade almost all District computers to Windows 7 and Office 2010. This marks a major milestone for the district as we now have a consistent computing environment across all three school levels.

We continued to improve our infrastructure over the summer by implementing a fiber optic network backbone at Griffin Elementary School. Griffin was the only building in the district which had not been upgraded to a fiber based network backbone and this was a significant weakness in the GMS network. By replacing the older copper wires which provided the basis for our network, we have been able to increase the network speed and reliability for our teachers and students.

Although we have made great strides in improving the district's technology we still face challenges regarding our current hardware. The leasing program which was implemented at CHS over the summer of 2011 has made an enormous impact on the quality of computing facilities we can provide to our students. It is our hope that we are able to continue this program and upgrade the facilities at both GMS and LMS during the summer of 2012.

Respectfully submitted,

Kyle Hancock
Director of Information Technology



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

2011 ANNUAL REPORT FOOD SERVICE

I am pleased to submit the annual report for the Litchfield School District Food Service Program. In my 13 years with the district, I have had the pleasure of working with a hard working food service staff, supportive administrative and SAU staff. Combined with a dedicated faculty, support staff and wonderful students, we continue to make strides in improving and advancing the food service program throughout the years.

Milk and a la carte prices have not changed from last year. Lunch prices have increased by \$.25 at all the schools partially due to a federal mandate. The "Healthy Hunger-Free Act of 2010" proposes stricter nutrition guidelines to help fight the obesity epidemic in the country.

If the proposals pass as written, the new standards will be implemented in schools in September 2012. The Litchfield School District has been following many of these standards for several years. We continue to encourage healthy eating in our students by limiting the fat (not more than 35% calories from fat, not more than 10% from saturated fat) and sugar (not more than 35% of weight from sugar). Our milk is either fat free or 1% fat, juice is 100% fruit juice and other beverages meet guidelines. We have increased the use of whole grains by using whole wheat breads, pizza crusts and breading for chicken nuggets and patties. We use brown rice in all the schools. The portion sizes of fruits and vegetables have increased and we are offering more fresh fruits along with fresh vegetable salads daily. We will be working on limiting sodium in the meals as well.

We are in our third year of the Special Milk Program for the kindergarten students at Griffin Memorial School. This program offers kindergarten students who are in school for half day sessions to purchase nonfat chocolate or white milk or 1% fat white milk for snack time at a reduced rate of 25 cents, or free to those who qualify. Currently there is an average of 38 students or 59% of enrolled kindergarten students who participate in this program.

At GMS an average of 66% (an increase of 6% from last year) of the students from Grades 1-4 purchased a reimbursable lunch this year. Students have a choice of a hot entree or sandwich alternate. Ice cream (low fat and reduced sugar) is sold once a week. We have added pre-plated chef salads for students and it has become very popular as the children learn that they should be eating at least 5 servings of fruit and vegetables daily. Pre-plated salads are available for teachers and staff.

Special thanks go to my GMS staff: Cristen Thorpe, Laura Dampolo and Pat Covey for all their hard work and enthusiasm in providing the students at Griffin Memorial School a healthy and delicious lunch as well as adding a little fun and excitement to the students' cafeteria experience. We wish Sheila Dion the best after 13 years of service to the school as she moves on to her new home in Florida. We welcome Mary Franck who completes our team at Griffin.

At Litchfield Middle School, the lunch participation rate remains at 51% of students taking a reimbursable hot lunch. This is the same as last year which was a record high. Lunch choices include a featured hot lunch meal, sandwich alternate and salad bar alternate. All choices include the required protein, bread, vegetable, fruit and milk component. We have added a pre-plated chef salad as a lunch alternate in the snack line as well as healthy food products. The salad bar continues to be popular with students, faculty, and staff. Vegetable and fresh fruit consumption has increased.

Special thanks to my dedicated and hard-working staff at Litchfield Middle School: Debi Hayes, Cathy Snyder, Darlene Gymziak and Janice Barrett.

Campbell High School is now offering a Breakfast Program with reimbursable meals subsidized by the USDA and feeds an average of 52 students daily. Reimbursable lunch offerings include 2 or 3 hot lunch entrees and pre-plated salads. Participation rate for reimbursable meals is close to 40% and a much higher rate with a la carte sales. The salad and snack bar continues to do well. During National Nutrition Week in October there were nutrition activities throughout the week and special foods featuring a variety of squash, apples, beans and pumpkin.

Thanks go to the kitchen staff at Campbell High School for making it all happen: Janet Belhumeur, Lucy Santos, Judy Latsha, Linda Summit and Ellie Ricard.

Our local and state sanitation inspection reports continue to be in compliance with required regulations that have been updated to reflect the 2009 Food Codes. The staff attended a ServSafe Food Safety and Sanitation class in November for another 5 year recertification period.

Our bookkeeper, Ann Inamorati who is into her second year with the program has been doing a wonderful job. She has worked hard to make food service accounting more efficient.

Many thanks also to the maintenance staff for their hard work in helping keep the kitchen clean and to the SAU staff for their continued support.

Best wishes and special thanks go to Dr. Cutler for her involvement, encouragement and support to the Food Service staff and program. She will be greatly missed.

Respectfully submitted by,

Hilda Lawrence
Food Services Director

LITCHFIELD SCHOOL ADMINISTRATIVE UNIT #27 STAFF - 2011 - 2012

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Salary</u>
Cutler, Elaine	Superintendent	Ed. D.	\$114,433.00
Gregg, Ronda	Director Special Services	Ed. D.	\$94,485.00
Hancock, Kyle	Director Technology	B	\$65,882.00
Heon, Jule	Director Curriculum & Instruction 80%	Ed. D.	\$64,702.95
Lawrence, Hilda	Director Food Service	B	\$48,972.00
Mahoney, Deborah	Director Human Resources	B	\$63,566.00
Martin, Stephen	Business Administrator	M	\$97,598.00

LITCHFIELD SCHOOL DISTRICT STAFF 2011 - 2012

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Salary</u>
Beckley, Kristen	School Psychologist	CAGS	\$63,495.00
Deslauriers, Jill	Speech Associate	B	\$61,242.00
Hegarty Follis, Kathleen	Occupational Therapist	M	\$45,348.00
Mague, Danielle	Speech Pathologist	M	\$47,007.00
McGarry, Kathrine	Speech Pathologist	M	\$63,381.00
Pelland, Elin	School Social Worker	M - LICSW	\$53,544.00
Selig, Tari	School Psychologist	CAGS	\$61,378.00

Griffin Memorial School

229 Charles Bancroft Hwy.

Litchfield, NH 03052

Phone (603) 424-5931

Fax (603) 424-2677

Martin Schlichter
Principal

Carol Mace
Assistant Principal

2011 PRINCIPAL'S ANNUAL REPORT

Dear Dr. Cutler:

It is with a heavy heart that I submit my last annual report to you as I will be retiring at the end of the 2012 school year. I will highlight some of our schools accomplishments and challenges in this report.

As I reflect back on my twenty-six years in Litchfield, I can't believe where the time has gone. I've been so fortunate to have worked in such a great environment with such a supportive community. I cherish the relationships I've developed and will certainly miss all the children I've met and hopefully influenced over the years. I will always be most thankful for the opportunities that have been given me to work with Litchfield's youth.

In the area of student achievement I continue to be very pleased with our successes as a school. Our scores in reading on the NECAP, the state testing program, are some of the highest in the state. National and local assessments also confirm this achievement. While our scores in math are well above the state average, I do see this as an area that we can improve. We have a school goal this year focused on student achievement in math and we have increased our daily instructional time in math. Our fourth grade achievement scores in science were excellent and well above the state average, in some cases twenty points higher. In our Unified Arts Program, physical education, music, art and library science, we offer a great variety of experiences for our children which helps enrich their learning experiences.

Student achievement goes hand in hand with the positive social development of our students. Our character education program is an important component in this area. Each month we focus on a social growth area and highlight that skill throughout the month. Responsibility, caring, and respect are just three of the nine areas on which we focus. In addition, anti-bullying is addressed as well as making good decisions. To help students develop skills in the social domain, each teacher starts the day with a morning meeting with their students. This activity sets the context for their day at school and we can highlight those social areas that need to be addressed. Two other social development programs that have also been successful are the Peaceful Playgrounds Program and our Green Team environmental awareness group.

All accomplishments are the direct result of the excellent staff we have at Griffin Memorial School. These individuals work very hard to assure that each child finds a positive level of success and that they are recognized as an important part of our school. This is often done with little resources but a lot of love and understanding. Of particular note are the Administrative Assistant Team of Deb Leary, Lori Martin and Joyce Wilcox. They are the "behind the scenes" individuals that make it all happen at G.M.S. Dave Ross, our Facilities Manager, and his custodial crew of Chris Courounis, Joe Underwood, James Cote and Aaron Stapleton keep an old facility in good shape. I'm proud to be the principal of all the staff at Griffin Memorial School.

Since your arrival as the Superintendent of Schools, we've made annual upgrades to our facility to make it a better environment to learn. This last summer we were able to substantially increase our capacity in the area of technology. New improvements to our server have given everyone in the building quicker and more reliable service. Teachers now feel confident that they can use technology in their daily instruction. The use of SMART Boards has really changed the way many teachers teach and provides an interactive component between teacher and student. The SMART Board training which occurred last summer, along with the Technology Institute offered to staff, was a great professional development opportunity for many staff.

The G.M.S. Parent Teacher Organization is recognized for all the great programs they organize and fund for our school. Their enrichment programs offer our students exposure through assemblies and field trips that make our curriculums "come alive" for our students. This past year an emphasis has been on bringing families together here at school through

family dances, movie nights and bingo. These events are always well attended and supported by the community. I personally thank them for all the support they have given me over the years.

Another staff member of the Griffin community is retiring this year after many years of service. Connie Faro, our Reading Specialist, will conclude her employment at the end of this school year. Connie is the major force behind our excellent student achievement scores in Reading. Her many years of work and service to our community serve as a touchstone by which others will be measured. Through her skills and knowledge Connie has touched the lives of every student that has gone through Griffin Memorial School. We all wish her the best in her retirement.

Finally, it has been an honor working with you, Dr. Cutler, over the past five years. I also thank the S.A.U. staff for their support and assistance.

Sincerely,

Martin "Bo" Schlichter
Principal

Griffin Memorial School Staff 2011 - 2012

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
ADAMAKOS	KRISTIN	TEACHER - GRADE 1	M	\$53,644.00
ALLEN	TRACY S	TEACHER - GRADE 2	B	\$52,430.00
ASHE	AMY J	TEACHER - GRADE 4	M	\$56,963.00
BEACH	ERIN E	TEACHER - GRADE 1	B	\$39,410.00
BENOIT	SUSAN L	TEACHER - GRADE 2	B	\$54,492.00
COHEN	JULIE L	TEACHER - GRADE 4	M	\$45,348.00
COTE	DORIS A	TEACHER - GRADE 2	M	\$64,833.00
CULLEN KENT	PAULA M	TEACHER - GRADE 4	B	\$59,110.00
DEPLOYEY	SAMANTHA R	TEACHER PRE-KINDERGARTEN	B	\$48,090.00
DOUCETTE	SANDRA L	TEACHER - GRADE 1	M	\$63,381.00
ELEY	ALLISON	TEACHER SPECIAL EDUCATION	B	\$53,430.00
FARO	CONSTANCE	READING SPECIALIST	CAGS	\$66,286.00
HAARLANDER	JESSE S	TEACHER - PHYSICAL ED	B	\$36,517.00
HALE MILLER	HEIDI E	TEACHER ART	M	\$63,381.00
HAYES	AMANDA	TEACHER SPECIAL EDUCATION	B	\$33,623.00
JOHNSTONE	SANDRA J	TEACHER - GRADE 1	M	\$55,304.00
JONES	LISA M	READING SPECIALIST 25%	M	\$8,228.25
LABELLE	BARBARA L	TEACHER MUSIC	M	\$63,381.00
LAPLANTE	ANGELA M	TEACHER - GRADE 3	B	\$43,750.00
LEARY	STACEY E	TEACHER - GRADE 4	M	\$53,644.00
LEVESQUE	CAROL A	TEACHER - GRADE 3	M	\$61,781.00
LLEWELLYN	SARAH J	TEACHER - GRADE 3	B	\$45,436.00
MACE	CAROL	ASST PRINCIPAL ELEMENTARY 60%	CAGS	\$29,392.00
MCGOWAN	SUSAN F	TEACHER - GRADE 2	M	\$65,286.00
MICHALEWICZ	INGA M	TEACHER - GRADE 2	M	\$62,381.00
PARENT	MARGARET	TEACHER - GRADE 4	M	\$64,833.00
PATTEN	KRISTEN L	TEACHER - GRADE 3	M	\$47,007.00
PREVEL-TURMEL	MELINA	LIBRARIAN	M	\$65,286.00
SAWICKI	MARGARET M	TEACHER SPECIAL EDUCATION	B	\$46,644.00
SAXTON	MARY LOUISE	TEACHER SPECIAL EDUCATION	M	\$63,381.00
SCHLICHTER	MARTIN D	PRINCIPAL ELEMENTARY	M	\$94,546.00
SEABROOK	SUSAN G	NURSE	B/RN	\$56,976.00
SEIDEN	FERN R	GUIDANCE COUNSELOR	M	\$52,965.00
SHUPE	PENELOPE	TEACHER KINDERGARTEN	M	\$64,833.00
SIBONA	JESSICA	TEACHER - GRADE 3	B	\$48,090.00
SWEETSER	TINA M	TEACHER KINDERGARTEN	B	\$43,869.00
WEBSTER	LISA	TEACHER - GRADE 1	M	\$42,029.00

Litchfield Middle School

19 McElwain Drive
Litchfield, New Hampshire 03052-2328

Thomas Lecklider
Principal

Telephone 424-2133 • Fax 424-1296

Kerry Finnegan
Assistant Principal

2011 PRINCIPAL'S ANNUAL REPORT

Litchfield Middle School is a school that is a source of pride to students, parents and staff. I feel fortunate to work in a community that supports and values education. Each day our students are challenged to "Do Your BEST", which captures the essence of our core values as a school. Our "BEST" acronym reminds students to "Believe In Yourself, Extend A Helping Hand, Show Respect and Take Responsibility". In many ways, we exemplified these values as a school community this year. Additionally, in our three school goals we focus on the areas of achievement, climate and community. In this report I will highlight our accomplishments in each of these areas.

After a challenging season of reductions last spring, we opened this fall without some important positions. Thanks to the support of the community in September, a number of these were reinstated. Overall, we had little staff turnover this year. After a wonderful career in which she touched thousands of students' lives, Nancy Brucker, a fifth grade teacher, retired in June. More recently, Karen Bowie, a fifth grade teacher, also retired. We wish Karen and Nancy much happiness in their retirement.

Heather Stein re-joined our staff this fall as the newest member to our fifth grade team replacing Karen Bowie. She brought with her the experience of a long term fifth grade classroom leave position last year at LMS. With the reinstatement of a special education position to LMS, Edward Lettich joined our Special Education Team as the seventh grade case manager. He brings a high level of energy and enthusiasm. We also welcomed Steve Levine, Lindsay Alling and Iris Houdyshel to our paraprofessional team this fall. Sue Kierstead rejoined our custodial team in October and is overjoyed at returning "home".

As a result of student enrollment fluctuations, we had two teachers transfer to new grade levels and assignments. Audra McCollem transferred from seventh to sixth grade and Karla Lees is now our special education case manager in fifth grade. Our Title I tutor Cheryl Berhane's time was expanded this year. She is now working with students five days a week on strengthening their skills in mathematics.

Of the many accomplishments at the Litchfield Middle School this past year, the one we are most proud of is in the area of student achievement. Near the end of May, the State of New Hampshire released their list of schools which made Adequate Yearly Progress (AYP) as measured by the New England Common Assessment Program (NECAP) for the previous year. Our school celebrated making "whole school" AYP in the areas of both math and English this past year, a wonderful achievement.

We continue to work hard to achieve AYP status in math and reading with our special education subgroup. This year, we are implementing our restructuring plan through our School Improvement Team, focusing specifically on the needs of these learners. Our plan includes broadening the remedial services students receive in reading and math, staff training in the area of Differentiated Instruction provided by consultant Jodi O'Meara, and graphing the results of student goal setting as it relates to their achievement. Additionally, we are organizing a staff-student mentor program that will roll out later this school year.

Our student body is also assessed on the Northwest Evaluation Association Assessment (NWEA) in January and May. This is an online standardized test in math, language usage, and reading. The results of this test are reported immediately, allowing teachers, students, and parents an opportunity to learn quickly about the student's level of achievement. We are particularly proud of our school results last spring as our students achieved significantly above their grade level national norms in math, reading, and language usage.

The attention of our Positive Behavior Interventions and Support (PBIS) team turned toward promoting positive student interactions at LMS. The state passed a new anti-bullying law late in 2010 then revised it in 2011. Fortunately, our school is well ahead of the curve on working with students on these sensitive topics.

By January 2011, all students in our school completed a book study on the topic of respectful student interactions and bullying. Through these book studies, rich discussion ensued. The primary book that our study focused was *The Revealers* by Doug Wilhelm. In February, national speaker John Halligan presented his tragic yet powerful story to our student body. We used this event as a catalyst for many positive follow up discussions with our students. Additionally, Mr. Halligan made an evening presentation to our parent community which included helpful advice and tips on this topic. As a result of our extensive work with students, we have seen a dramatic reduction in what were already low incidences of student conflict at LMS. The feedback from our student and parent community has been positive and reassuring. We have exciting plans to continue these conversations over the course of this school year. Author Doug Wilhelm will be visiting our school in April. Also, his new book *True Shoes* will offer valuable material for our next book study with students.

We feel that it is critical for our students to make a positive connection to school outside of the classroom. To this end, we offer an extensive co-curricular program including music, sports, and clubs. Attendance was excellent in all these programs.

Our athletic programs had a phenomenal year. We had record numbers of students trying out for both of our basketball and soccer teams, with an average of 35 trying out for each sport. This fall, we had our largest cheer team in the last 5 years. All of our other teams, with the exception of one, made the Tri-County tournament. For the fourth consecutive season, our softball team won the Tri-County championship. Our volleyball team joined the Tri-County league last season and was competitive in all of their matches. This season, under the coaching of Amy Paradise, the program won the League Championship in October.

Our Band and Chorus Programs continue to thrive. At the Great East Festival in June, both our band and chorus were awarded the gold medal. Both groups also scored an "A" and "B" respectively at Large Group festival. This fall, as a result of budget cuts last spring, our Choral Program became a co-curricular. Sara Evans, former LMS and CHS music student, has assumed the responsibilities of choral director.

Deb Briggs continues to coach our Lego-Robotics Team. This year our team advanced all the way to the State Championship round in Manchester. At this event, we were honored to receive the Teamwork Award. This program has served as a prelude to Campbell High School's FIRST team.

We are proud of the partnership we have with our school community. As mentioned earlier, John Halligan's evening presentation was a success with over 100 parents attending. Our Math Department hosted a "Family Math Night" in February which included fun math activities for students and parents to participate in. We are looking forward to expanding the event this year.

Our school website was updated again this year so that it is now compatible with EdLine, our online gradebook program. All teachers have an improved and updated homework page that parents can access daily. With EdLine, calendars and student pages are oriented around each student's activities and involvement.

Project Safeguard, a seventh grade program involving a day of workshops and presentations focusing on issues that concern adolescents and their families, was held at St. Anselm's College in May. Over 140 students attended, many with their parents. I would like to thank the parents, community members, and staff members (with special recognition to Assistant Principal Kerry Finnegan) who were instrumental in helping organize this meaningful event.

With paperless initiatives in our district, our office staff has been required to approach their work in new and different ways. Leslie Pearce and Andrea Hamilton have played a critical role in making these important transitions happen. This fall, we emailed reports cards to parents in place of mailing paper copies home. As a result of the special town meeting in September, our receptionist position was reinstated. We welcome Melissa Masson to our office team as our new receptionist.

We made significant improvements to our facility over the past year. The floors in the staff and student bathrooms were replaced. Also, the flooring was replaced, carpet to tile, in the hallway of the sixth and seventh grade, the newer wing of our building. The common areas, including all hallways, the cafeteria and a section of the gymnasium were painted with help from the New Hampshire State Work Program. Jack Williams and our custodial crew have worked tirelessly to keep the building and grounds in great shape.

Finally, I would like to thank you, Dr. Cutler, along with your staff, Business Administrator Steve Martin, Curriculum Director Julie Heon, and Special Education Coordinator Ronda Gregg for the support and assistance you have offered me. It has been an honor to work with you.

Respectfully Submitted,

Thomas Lecklider
Principal

Litchfield Middle School Staff 2011 - 2012

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
BERUBE	AMY M	TEACHER - GR 7 SCIENCE	B	\$48,090.00
BOWIE	KAREN	TEACHER - GRADE 5 (partial year)	M	\$16,948.00
CARR	MAUREEN	NURSE	B/RN	\$55,976.00
CORBEIL	ROBIN L	TEACHER COMPUTERS	B	\$49,536.00
CORBETT	JODY L	TEACHER - GR 7 ENGLISH	M	\$52,965.00
CUMMINGS	MARY E	GUIDANCE COUNSELOR	M	\$59,779.00
DODGE	JEAN C	TEACHER - GR 7/8 MATH	B	\$58,110.00
DWYER	HEATHER A	TEACHER - GR6 ENGLISH	M	\$56,963.00
ELLIS	LYNNE M	GUIDANCE COUNSELOR	M	\$62,333.00
FALZARANO	GABRIEL A	TEACHER - GR 8 SCIENCE	M	\$48,667.00
FINNEGAN	KERRY L	ASST PRINCIPAL MIDDLE SCH	CAGS	\$72,980.00
GARABEDIAN	KATHLEEN A	TEACHER ART	M	\$61,733.00
GILMORE	DAVID J	TEACHER - PHYSICAL ED	B	\$37,963.00
GUERRETTE	JESSICA M	TEACHER - GR 8 SOCIAL STD	M	\$58,622.00
HENRIQUEZ	JEANNE M	TEACHER SPECIAL EDUCATION	M	\$53,644.00
HOELZEL	STEPHANIE	TEACHER SPECIAL EDUCATION	B	\$48,090.00
HUSTON	MICHAELA M	TEACHER - GR 8 MATH	M	\$53,644.00
IRVING	CHERYL H	TEACHER - GR 6 MATH	B	\$56,976.00
LANGTON	DEBRA G	TEACHER - GR 6 SCIENCE	B	\$55,976.00
LASOCKI	LISA A	TEACHER FACS	M	\$60,881.00
LECKLIDER	THOMAS	PRINCIPAL MIDDLE SCHOOL	M	\$91,026.00
LEES	KARLA C	TEACHER SPECIAL EDUCATION	M	\$60,053.00
LEFOLEY	KAREN	TEACHER - GRADE 5	M	\$62,381.00
LEITE	CAROLYN J	TEACHER MUSIC	B	\$56,976.00
LETTICH	EDWARD	TEACHER SPECIAL EDUCATION	M	\$30,730.56
LOVE	HOLLY B	TEACHER - GRADE 5	M	\$63,381.00
MARTIN	KAREN A	TEACHER TECH EDUCATION	B	\$56,610.00
MCCOLLEM	AUDRA J	TEACHER - GR6 ENGLISH	M	\$58,075.00
MCPHEE	CATHERINE	TEACHER - GR 7/8 SOCIAL S	B	\$59,110.00
MEDEIROS	MARY ELLEN	TEACHER - GR6 ENGLISH	M	\$60,053.00
NOLAN	KIM E	TEACHER - GR 8 ENGLISH	M	\$62,381.00
O'BLENIS	FAYE E	TEACHER - GR 7 MATH	M	\$51,262.00
PLANTZ	ANDREW M	TEACHER - GR 7/8 SCIENCE	B	\$52,430.00
ROONEY	CHRISTINE D	TEACHER HEALTH	M	\$53,327.00
SIDILAU	KATHLEEN A	TEACHER - GR 6 SOCIAL STD	B	\$56,976.00
SIMONEAU	MARIA A	TEACHER SPANISH	B	\$55,976.00
STEIN	HEATHER	TEACHER - GRADE 5 (partial year)	B	\$24,700.05
TARR	TERESA M	TEACHER - GRADE 5	B	\$56,976.00
TATE	CHRISTINE L	READING SPECIALIST	M	\$61,482.00
THAYER	MARTHA T	TEACHER - GR 7/8 ENGLISH	M	\$62,381.00
TURCO	DONNA B	READING SPECIALIST/CORE I TEACHER	M	\$42,029.00
WAGGONER	PATRICIA R	LIBRARIAN	M	\$35,059.01
ZINGALES	ELIZABETH	TEACHER - GRADE 5	M	\$63,381.00

Campbell High School



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Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.

2011 PRINCIPAL'S ANNUAL REPORT

Dear Dr. Cutler:

I am pleased to present this report to the community on the happenings at Campbell High School.

Campbell High School is fully accredited by the **New England Association of Schools and Colleges**. The accreditation process is based on a ten year cycle. The cycle started in 2007, the year the NEASC Visiting Team came to inspect us, and the school was awarded Initial Accreditation. Campbell must submit the required Five-Year Progress Report on March 1, 2012. This report will provide detailed responses to ten highlighted recommendations, including documenting that "all curricula provide cognitively challenging and engaging work for all students." By March 1, 2012 the Commission will expect all valid recommendations in the 2007 evaluation report be completed or in the final stages of implementation. Thus, during 2011, the staff has been busy finishing the work to ensure that all of the recommendations have been completed. Teacher Linda Frost and Librarian Andrea Ange are currently chairing this effort and are to be commended for their thorough attention to detail.

An important note about the accreditation process comes from one of the highlighted recommendations in which we are to: "submit a plan and a timeline to relocate the superintendent's offices to return that space for the high school's program and services." While the superintendent and school board are aware of this recommendation, there are no current plans to relocate the superintendent's office. Given the current financial situation, as well as declines in enrollment since 2007, this relocation is unlikely. However, we will have to report on the status of this recommendation with "No Action", meaning while the recommendation is valid, it has not yet been addressed.

Following the March 1, 2012 report and a successful review by the Commission, we will start all over again, initiating the ground work for the next self-study in anticipation of the re-accreditation visit in 2017. This work will address the current new Standards for Accreditation adopted in 2011 and for which we will be responsible for in the 2017 NEASC review.

I am pleased to say that Campbell was invited to join the **New England Secondary School Consortium**, a group linked with our accreditation agency, NEASC. We were recommended to the Consortium as one of six innovative high schools in New Hampshire. The goals of the consortium state that by 2016, the Consortium schools will: increase four year, on time graduation rates across the five states to ninety percent or higher, decrease annual drop-out rates to less than one percent, increase the percentage of students enrolling in two-year and four-year college degree programs or pursuing accredited postsecondary credentials to eighty percent, reduce the number of students required to take remedial courses during their first year of college to five percent or less, and engage postsecondary institutions, organizations, and colleagues in a collaborative effort to ensure that more students enroll in and complete postsecondary education. The New Hampshire Cohort includes: Campbell, Great Bay eLearning Charter School, Kearsage High School, Pittsfield Middle/High School (7-12), Timberlane High School and Virtual Learning Academy Charter School.



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On Friday evening June 10 one hundred thirty one students graduated as the **Class of 2011 from Campbell High School**. The members of the Class of 2011 brought respect and dignity to the graduation exercises through their participation in the pomp and circumstance of the evening. We are proud to report that 83% of the graduating class will be attending a two or four year college or university. The Class of 2011 commented on their senior exit survey how much they enjoyed their teachers and their participation within the Advisory Program, a core pillar of our Campbell community. We wish each graduate much success and good fortune as they pursue their dreams and aspirations. **Numquam Obliviscaris** (Never Forget) Campbell High School!

Campbell High School students continue to garner special recognition in the school's three A's of Academics, Arts, and Athletics.

At the time of this report, 23% of our seniors have already applied to college. And nine students have received acceptance letters so far. The colleges are as follows: Bay State College, Colby-Sawyer College, Ithaca College, University of Maine, Massachusetts Maritime Academy, University of New Hampshire, University of New Haven, and Southern New Hampshire University. This is a sample of the colleges our students are attending. We currently have 18 active scholarships available on Naviance, the software program used by students and parents to plan for college.

Christina Lepore, a junior this year at Campbell High School, served as our HOBY (Hugh O'Brien Youth Leadership Program) representative at the May 2011 HOBY conference. Christina was nominated to attend this leadership conference based on her fine academic achievement, her activities and contributions within the school community, and her involvement in the local community.

Francis Wayland Parker nominees have included: freshman Amanda Simoneau, senior Lucas Dube, junior Amanda Doucette and sophomore Ben Billings. CHS had four students participate in the St. Paul's Advanced Studies program over the summer: Lucas Dube, John Houston, Chuck Neild & Kyle Mun. John Houston also participated in the Summer Football Program at Annapolis. Matthew Woods & Andrew Picard are representing CHS as the 2012 Hugh O'Brien Leadership seminar. Lucas Dube was named a Commended Student in the National Merit Scholarship Program.

John S. Cialek was elected Speaker of the House at the 64th annual American Legion Boys State leadership program held over the summer. Elected by his peers, John presided over sessions of the House of Representatives reviewing, debating and voting on legislative bills. On a Boys State visit to Concord to meet with Gov. John Lynch and to tour the Statehouse, John had the opportunity to preside over a Boys State bill debate in the chambers of the state House of Representatives. Boys State is a six-day residential learn-by-doing experience in the American way of government sponsored by the American Legion. We are grateful for their support.

Campbell's science NECAP results continue to improve with Grade 11 students scoring 5 percentage points above the state. We also had more students obtaining Proficient with Distinction than ever before, exceeding the state results by 2 percentage points. A newly implemented review session given by Jeanne Schratwieser contributed to our students' success. Student Science NECAP success was celebrated and recognized during a school assembly, with an advisory pizza party and some prizes given as rewards.

Charles Chretien (CJ) has brought Trebuchet Day back to Campbell. With an impressive array of trebuchets they launched water balloons at three brave teachers. Physics students enjoyed the fun and competition of planning, making and using these machines while learning about trajectory and vectors. Mole Day brought about excitement and strange events in Chemistry. Dick Sauchuk introduced the mole dance, pin the tail on the mole, and eating "dirt pie". Students enjoyed these activities as they learned the importance of the mole. Chet Orban and his Environmental students were recognized for their compassion in the Hudson Litchfield News with an article on "Mr. Greeley - Saved by the League of Extraordinary Frog Rescuers". Another article demonstrated how Mr. Orban's AP Environmental students are continuing to collect data such as acid rain, chlorophyll content, animal life, etc. at Darrah Pond. This data is being used by the NH Department of Environmental Services to track the changes at Darrah Pond. The article titled "Literally Being Scientists While Being Students" highlights the real world skills, application, and critical thinking that this hands-on learning encompasses.



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We have twenty seven students taking dual enrollment courses at CHS through Southern New Hampshire University. They are earning college credit in both our **Honors Anatomy and Physiology** and **AP Environmental Science** courses.

Our commitment to the visual and performing arts continues to afford our students opportunities to be successful on many levels. Paula Barry and Denise Freeman facilitated the process of the NH Scholastic and Art Allstate programs. Four junior students from Campbell High School were accepted in New Hampshire Art Allstate: Madeline Vinkus, Carol Wade, Kyle Messer and Sarah Belisle. All of the four students nominated were accepted in the 2011 program. This year was certainly a stand out with our first National Silver Medalist in drawing, Jess Rau under the direction of D. Freeman earned CHS's first National. She received it at Carnegie Hall on May 31, 2011.

Performing arts continue to thrive at Campbell High School. In spring 2011, music department students performed in district concerts and a multi-media spring concert. Both the instrumental and choral ensembles earned A ratings at NHMEA Large Group Festival. Both ensembles performed at the Litchfield Memorial Day events as well. Many choral and band students took part in an educational trip to Philadelphia that featured historic tours as well as musical clinics with faculty from the esteemed Curtis Institute. In fall 2011, the musical production *Thoroughly Modern Millie* provided a fun and enriching musical experience to dozens of students, who were involved onstage, backstage, in the "pit," building sets, designing posters, and more. The music department also produced a winter concert, featuring a repertoire of classics as well as uplifting holiday material. Tri-M music honorary society is flourishing with great student involvement. With all this achievement, the music department continues to highlight student successes with Cougar Musician and Music Student of the Month honorees.

Our interscholastic athletic program continued to thrive with several athletic teams and individual athletes receiving accolades. John Patterson was named the Athletic Director (AD) on July 1st, succeeding our original AD, Dan Kiestlinger. Coach Patterson believes that although CHS is a relatively young school, he inherited a well-established program that has been highly successful. He believes the tradition of producing excellent teams that display superior sportsmanship will continue.

Girls Varsity Basketball won the Division III State Championship in March. Kristen Hrubowchak was named Player of the Year runner-up. In addition, she was also named to First-Team All-State. Second-Team All-State included two Campbell players: Rebecca Arnone and Elizabeth Pettis; Marissa Framarini was named to the Third-Team All-State. Academic All-State players included: Shannon Savard, Allison Framarini, Marissa Framarini, Abbi Houlne, and Ashley Gannon. Coach Flynn was named Coach of the Year.

Joshua Morgan was named to the First Team All-State Boys Basketball team in March. In addition, the following Boys Basketball players were named to the Academic All-State team: Kyle Mun, Chuck Neild, Sean Gray, and Andrew Lepine. Dan Mak was the NH Division III State Champion in the Heavy Weight Division. He was the first Wrestling State Champion at CHS.

Evan Leith won the Division III State Champion in the High Jump. The 4 x 100 meter Relay Team composed of Justin Prindle, Kyle Mun, Anthony Rinaldi and Jacob Mercier won the Division III State Championship. The 4 X 400 meter Relay Team composed of Jacob Mercier, Justin Prindle, John Cialek and Anthony Rinaldi won the State Championship as well.

Girls Varsity Softball won the State Championship in the spring. Julia Nolan received many accolades including Player of the Year, First Team All-State and setting the career strikeout mark for a pitcher at CHS. Chelsea Caynon was also named to the All-State Team and Brittany McNulla was named to the second team. Coach Gatherum was named Coach of the Year. The girls' softball championship completed the "Triple Crown" of girls' state championships for 2010-11 (soccer, basketball, softball). It was an amazing year for female student athletes.

The Boys Varsity Baseball continued their tradition of success by winning the State Championship in the spring. Cullan Baker was selected to the All-State Team for the third time in his career and Sean Gray made 2nd Team



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All-State. Veteran coach Jimmy Gorham was named Coach of the Year by the Manchester Union Leader and the Nashua Telegraph.

CHS was presented the "Sportsmanship Award" in September at the annual fall athletic directors' luncheon. The NHIAA recognizes the school that exhibits exemplary Sportsmanship, Ethics and Integrity. This award is given to the school that achieves the highest peer ranking in their division. It is cumulative for all sports and is a reflection of the athletes, coaches and supporters in the community. Dan Kiestlinger, former athletic director, was given the award for Division III Athletic Administrator of the Year at the same event. This award speaks volumes regarding the achievements of "Coach K" over the course of his illustrious career. In addition, "Coach K" was inducted into the Trinity High School Hall of Fame.

The following student-athletes were recognized as Senior Scholar Athletes by the NHIAA and NHADA: Bionka Pouliot, Jessica Belzil, Lucas Dube, John Houston, Ashley Gannon, Kyle Mun, Charles Neild, Kevin Gallagher, Shannon Lavigne, Daniel Simard, Sean Gray, Kyle Messer, James Orlando, Timothy Heaton, Travis Manning, Jessy Lamontagne, Tyler Griffin, Peyton Jorgensen, Nicholas Sturzo, Jennifer McLaughlin, and Jacob Mercier.

Nicholas Sturzo represented the Athletic Department at the annual NHIAA / NHADA Student Leadership Conference held in July. In addition to Nick, also representing the Athletic Department for the NHIAA / NHADA Student Leadership team are senior - John Houston, and sophomore - Amanda Miller.

The Girls Soccer team once again went to the State Championship game, losing 2-1 in double overtime against their long-time rival Bow. Olivia Planty scored 34 goals this season to set a new CHS school record and was named to the All-State Team. Joining her on 1st Team All-State Team was Casey Mellen while Ashley Gannon made the second team. Four of the Varsity Girls Soccer team were named to the All-Scholastic team: Bionka Pouliot, Jessica Belzil, Shannon Lavigne, and Ashley Gannon. The Boys Soccer team showed drastic improvement under first year Head Coach Steve Levine. The team advanced to the state quarterfinals where they lost in a very close game. Kyle Mun was selected to 2nd Team All-State and also had four seniors named to the All-Scholastic team, they were: Timothy Heaton, Michael Vigeant, Kyle Mun, and Jacob Mercier.

Football First-Team All-State players were named in December. Campbell players included Jesiah Wade, John Houston and Dylan Andrews. Second-Team All-State included Chuck Neild, Garrett Sahlin, Sean Gray, and Aaron Repole. Night football was introduced to Litchfield and was well received by the community as evidenced by the largest home crowd in memory.

Golf finished in the highest seeding in Division III, for the first time. Two players, Kevin Gallagher and Mike White, moved on to the individual state meet. Co-ed Spirit continued their show of excellence by finishing 2nd in the state in our division. The volleyball team continued to improve for the third season in a row posting a 10-6 record and an appearance in the playoffs. Jayla Brennen received post season honors by being named Honorable Mention All-State.

We are proud to mention recognition garnered by our faculty and staff. "Red Apple" awards went to Michael Boutselis for service, Jill Deleault for leadership, and Michael O'Keefe for CHS teacher of the year.

Principal Robert Manseau was named "2011 NH Principal of the Year" by the New Hampshire Association of School Principals, and was one of three finalists for the National Association of Secondary School Principals "National Principal of the Year."

Thanks to generous support from the school board and the community at large as well as grant funding and private donations the FIRST Team is on track for a successful season. Team "Potential Energy" has relocated to the shop to facilitate construction of the robot and invested in proper storage and tools so that they can stay competitive for years to come. This fall the team participated in the River Rage competition for the first time ever. This event helped to bring the team together early in the year and taught them a lot of lessons for the upcoming season.



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Student achievement at Campbell remains job number one. We have identified a number of indicators of success. The New England Comprehensive Assessment Program (NECAP) state test scores in combined proficient and proficient with distinction categories increased in all areas. Increases of proficient or proficient with distinction resulted in 77% in reading, 44% in math, 39% in writing and 33% in science. The NECAP science scores exceeded the state average. We want to see similar success in the other portions of the NECAP. We strive to improve SAT math and writing scores. Our SAT scores are below the state and national average with the exception of "Critical Reading" where CHS exceeds the national average. We have started an afterschool SAT Prep course and instituted the SAT "Word of the Week." The course failure rate has dropped to 8% semester one and 5.93% semester two after being at 9%. Even more encouraging, the freshman English failure rate continues to decrease, from 3.8% in 2009-2010 to 2.4% in 2010-2011. In order to support the school district's goal # 1 of increasing achievement for all students, CHS is using standards based grading practices that are helping more students be successful. The graduation rate for the Class of 2011 improved from 99.2% to 99.5% and the percentage of students accepted to four and two-year colleges continues to be in the 80's%. Our goal is to see even more students go on to college. Advanced Placement testing saw 44% of our students sitting for exams earning a score of 3 or higher. Northwest Evaluation Association (NWEA) test results indicate that grade 9 median RIT scores exceed the 62nd percentile in math and 59th percentile in English. The grade 10 scores exceed the 65th percentile in math and 63rd percentile in English. We continue to make diligent efforts to improve student achievement.

Our **New Hampshire Scholars** initiative continues to expand. The program seeks to encourage all students to take a rigorous core curriculum over the four years spent in high school, and brings business leaders into the school to encourage students to acquire the skills and knowledge that will help them in college and careers. Students who complete the program graduate with a New Hampshire Scholars designation on their diploma and transcript. There are many college incentives for NH Scholars. Some colleges are offering NH Scholars fee waivers on applications. Several colleges and universities are providing merit-based scholarships to students who graduate with the distinction of a NH Scholar. The list of colleges participating in merit-based aid continues to increase. The guidelines and amounts are different with each institution. In 2010 there were 63 students enrolled and 26 graduated as State Scholars. In 2011 there were 82 students enrolled in the program and 25 seniors graduated with NH Scholar distinction. Currently there are 119 students enrolled in the program and 43 seniors to graduate in 2012. We are pleased to see the numbers continue to increase. We would like to recognize all the local business leaders who have provided support, ongoing activities and incentives for our students: Fred C. Church Insurance, UNH Cooperative Extension, Harvey Construction, Fair Point Communications, BAE Systems, IEEE Institute of Electrical and Electronic Engineers, New Hampshire Scholars director Scott Powers and Team UNH at Manchester, NH Business Magazine, New England Small Tube Corporation and Focal Point Counseling, irobot.com, Mass College of Pharmacy and Health Science, Rivier College Criminal Law department, NECC department criminal justice and Campbell High School staff. Teacher Lesleigh Grant is to be commended for her work with this program. We have recently approved two additional courses for the program. The AP Environmental Science and Honors Anatomy courses are now approved replacements for either Chemistry or Physics, but not both.

The **Campbell Recycling program** has expanded this year to include the recycling of steel cans and cardboard generated at GMS and LMS thanks to the donation of a commercial can opener from Eklund Corporation. The program is also collecting and processing plastics with a resin indicator codes three through seven. Until the beginning of this year we collected and processed only plastics with resin indicator codes one and two. Thanks to teacher Dennis Perreault and his dedicated corps of students who manage this important and worthwhile endeavor for the Campbell community.

Our school has continued to work with Maureen Tracy from the UNH Institute of Disabilities on meeting the needs of our most at risk students. Over the course of the past year, the **APEX Universal Team** consisting of: Bill Hicks, Tari Selig, Carolyn Ortiz, Nate Cooper, Dave Gingras, Lynn Gnaegy, Michael Boutselis and Jeff Parsons, continues to assess the status of universal features (systems, data, and practices) and make the changes necessary to current procedures and protocol. Our focus has been on aligning the interventions to student needs by using data. The Child Assistance Team under the leadership of Laurie Rothhaus continues to support the learning needs of all students at Campbell. The ChAT Team meets once a week in order to create success plans for all students and makes recommendations to support struggling students. Ninety-eight students attended Londonderry Night



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School, Nashua Adult Education, summer school and/or GED program under the guidance of Bill Hicks. Fourteen students graduated from the Londonderry Alternative Education Program and two students graduated from the GED program. With these interventions, students have been able to graduate from high school. We continue to work to develop a 100% graduation rate at Campbell High School.

Administration designed a new plan book for faculty that has updated NEASC standards and an opportunity for professional reflection. Campbell High School was involved in Red Ribbon Week, which was chaired by Mike Boutselis. This week long event had a host of activities that curb the use of drugs and alcohol including the creation of the human red ribbon on the athletic field and guest speaker Danny Duval. The Mock Accident simulation took place in May 2011, alerting students to the dangers of drunk driving. Officer Mike Corl, SRO of Campbell High School chaired this committee along with the support of Assistant Principal Laurie Rothhaus, bringing community resources to the event. Campbell High School is appreciative of the efforts of the following students: David Kapelson, Meg Sweeney, Cade LaCroix, Sera Stackpole, Jordan Billings, Ashlyn Daniel-Nuboer, Tyler Syphers, Evan Leith, Andrew Boutselis, Mark Taddonio; faculty and staff members: Phil Martin, Chet Orban, Sue Ayer, Janet Belhumeur, Hilda Lawrence, Matt Bennett, Wayne Morgan, Jack Lesperance, Shawn McDonough, Denise Freeman; former faculty member, Kathleen Reilly; community members: Joel Kapelson; Litchfield Police Officers Chief O'Brion, Sgt. Dave Donnelly and Officer Ben Sargent; local fire department members Doug Nicol and Jim Rea; Dumont and Sullivan Funeral Home, Hudson Fire Department, Make-up by Mel's House of Horrors and Warren's Auto Body. Laura Gandia volunteered to be the trial lawyer and Judge Lawrence Warhall presided.

CHS continues to support students with courses taken through the **Virtual Learning Academy Charter School**. VLACS is now the largest high school in New Hampshire and offers tuition-free, online courses. There are thirty five CHS students currently enrolled in VLACS courses. Courses run the gamut from American History to Marine Science. We had twenty students receive credit for their work this past year.

I am indebted to the work of our **curriculum facilitators**, Shawn Flynn, Meredith Potter, Linda Frost, and Heidi Harmon, as well as our librarian/media specialist Andrea Ange, for their hard work in curriculum documentation. They have worked to document the alignment between CHS core competencies and the state curriculum framework standards. This effort continues to bring greater awareness of the curricular relationship of the two and better articulates what students are to know and be able to do.

The CHS **library media center** works collaboratively with teachers, students and administration to promote academic excellence in our school for all students. Mrs. Ange and Mrs. Vecchiarello consistently help students find information they need for research, project completion and learn to enjoy the process of discovery. Student use of the library has increased dramatically, up 66% in October 2011 compared to October of 2010. Having an open library with as many hours as possible (7:20 to 4PM) and giving students access to the information they need for academic success is our primary focus. Mrs. Ange is planning to hold an Academic Excellence Fair in conjunction with 8th Grade Parent Information night again this year. Parents of incoming students found this very helpful when considering where to send their students. Congratulations to Mrs. Ange who is the President-Elect of the New England School Library Association. Her duties will begin this spring.

Litchfield Adult and Community Education has been a successful program for the last three years, offering a wide variety of programs. Through its proud tradition of understanding that learning is life-long and opening the school doors to learners of all ages, we have offered a wonderful service to the Litchfield community. We strive to offer educational programs of the highest quality to our learners. Our instructors are computer programmers, teachers, artists, and businesspeople who come to share their knowledge and training because they love to teach.

The Campbell High School **Student Council** was chosen as a 2011 Honor Council by the New Hampshire Association of Student Councils. In order to receive this honor, members of the Student Council submitted a portfolio that included service, fundraising, spirit, governmental activities, and photographs detailing the 2010-2011 academic year. The Campbell Student Council received this distinguished award at the New Hampshire State House on Friday, May 20, and was given a gold plate to add to their Honor Council plaque. On May 20, the Student Council entertained our Litchfield community with the crowning of Mr. CHS. Chris Gillespie was selected as Mr. CHS through his talents, swimwear and formal wear and responses to onstage questions. The



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ACCREDITED MEMBER

proceeds, over \$1800.00 was given to the Andrews family in memory of Dean Andrews a 2009 graduate of Campbell High School.

This year was our fourth annual district "Make A Difference Drive." The Campbell community was able to donate over 3000 items to the Litchfield Food Pantry. All three schools competed to see which school brought in the most food. CHS won the competition for the second year in a row with 1479 food donations to the pantry. It was a very successful event and we were able to stock all the shelves of the pantry. We would like to thank the Student Council, student body and staffs from GMS, LMS and CHS for truly Making A Difference in our Litchfield community!

Along with the rest of the school district, we use the **Alert Now** system to communicate with our families via both email and voice mail messages. Our **school web site** (www.campbellhs.org) continues to serve the community as a ready source of information, thanks to webmaster Andrea Ange.

The CHS **Safety committee**, under the leadership of Linda Frost, has been working on air quality in our building, security, and many other concerns as they arise. The safety team has been assessing and improving our current emergency plans with the aid of Gregg Champlin, School Emergency Planning and Natural Hazards Program Specialist. We continue to be grateful to the emergency personnel within Litchfield and the surrounding area for their support and assistance in working toward a safe and productive learning environment.

While there is so much to be proud of already at Campbell, there continues to be room for improvement. The task of seeking high achievement for **all** students remains our constant purpose, and we will continue to focus our attention ever more closely on achievement results.

I wish to thank our administrative assistants, Cheri Pitrone, Christine Ferraro, Melissa Pelletier, Sharon Ford, Dale Arria, Dawn Miller, Lillian Hamel and Michelle Vecchiarello, as well as our custodians and food service staff for their continuous hard work and dedication. I'd also like to thank the Friends of Music, Athletic Boosters, volunteers Jean White, Rhonda Landrau, Jen and Catie Ferraro, Patti Waggoner and Deb Trench, and others who have helped out in a myriad number of ways, for their interest and support.

I also wish to thank Dr. Elaine Cutler, and the SAU staff, for their continuing efforts to support our mission. It is an honor to work with Dr. Cutler. And finally, with my upcoming retirement June 30, this is my final annual report. I would like to thank the students, staff, and community for the wonderful support you have given me during my tenure as principal. I will leave Campbell knowing that you are in good hands with Laurie Rothhaus assuming the principalship.

Respectfully submitted,

Robert C. Manseau
Principal



NEW ENGLAND
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AND COLLEGES
ACCREDITED MEMBER

Campbell High School Staff 2011 - 2012

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
ANGE	ANDREA M	LIBRARIAN	M	\$62,333.00
ANGELINI	DIANE B	TEACHER HS MATH	B	\$43,750.00
BAKER	RACHEL	NURSE	B/RN	\$42,303.00
BALLOU	JUSTIN H	TEACHER HS SOCIAL STUDIES	B	\$40,857.00
BARRY	PAULA J	TEACHER TECH EDUCATION 87.5%	B	\$33,218.00
BOUTSELIS	MICHAEL	TEACHER HS ENGLISH	B	\$30,356.29
BROWN	ERIN E	TEACHER HS ENGLISH	M	\$50,325.00
BURNS	AIMEE L	TEACHER HS ENGLISH	B	\$49,536.00
CASSILY	SHALEEN A	TEACHER HS ENGLISH	M	\$56,372.00
CHRETIEN	CHARLES	TEACHER HS SCIENCE	M	\$44,920.00
COOPER	NATHAN A	TEACHER HS SOCIAL STUDIES	B	\$36,517.00
COURTEMANCHE	PAMELA D	TEACHER HEALTH 50%	B	\$18,981.50
DELEAULT	JILL E	TEACHER MUSIC	M	\$48,667.00
DEMONT	LESLIE	TEACHER FRENCH 87.5%	B	\$37,016.00
FLYNN	SHAWN P	TEACHER HS MATH	B	\$55,976.00
FREEMAN	DENISE M	TEACHER ART	M	\$65,286.00
FROST	LINDA	TEACHER HS SCIENCE	M	\$62,381.00
GATHERUM	LAURIE A	TEACHER BUSINESS	B	\$42,303.00
GATHERUM	DAIZHA L	TEACHER SPANISH	B	\$40,857.00
GINGRAS	DAVID W	TEACHER HS SOCIAL STUDIES	M	\$45,348.00
GNAEGY	LYNN	TEACHER FACS	M	\$60,281.00
GORMAN	CATHERINE A	TEACHER HS MATH	M	\$63,381.00
GRANT	LESLEIGH S	TRANSITIONAL SPECIALIST	M	\$60,281.00
HICKS	WILLIAM R	STUDENT SUPPORT COUNSELOR	M	\$63,786.00
KEEFE	PATRICK M	TEACHER HS ENGLISH	M	\$51,985.00
MANSEAU	ROBERT C	PRINCIPAL HIGH SCHOOL	M	\$104,081.00
MARTIN	IRENE B	TEACHER HS MATH	M	\$56,372.00
MARTIN	PHILIP K	TEACHER MUSIC 87.5%	M	\$55,458.50
MCDONOUGH	SHAWN P	TEACHER COMPUTERS	M	\$64,833.00
MOWER	CHARLES H	TEACHER TECH EDUCATION 75%	TECH	\$24,631.25
NUTE	ELIZABETH M	TEACHER SPANISH	B	\$36,517.00
ORBAN	CHESTER J	TEACHER HS SCIENCE	M	\$66,286.00
ORTIZ	CAROLYN N	GUIDANCE COUNSELOR	M	\$38,710.00
PARIS	HEIDI L	TEACHER HS SOCIAL STUDIES	B	\$42,259.00
PARKER	DAWN	TEACHER SPECIAL EDUCATION	B	\$42,303.00
PARSONS	JEFFREY W	GUIDANCE COUNSELOR	M	\$66,621.91
PATTERSON	JOHN	DIR OF HS ATHLETICS	M	\$70,000.00
PERREAULT	DENNIS N	TEACHER HS SOCIAL STUDIES	M	\$61,482.00
PETRY	LISA M	DIR HS GUIDANCE	M	\$41,784.87
POTTER	MEREDITH R	TEACHER HS ENGLISH	M	\$56,372.00
ROMEIN	KIRK A	TEACHER ART	B	\$46,644.00
ROTHHAUS	LAURIE	ASST PRINCIPAL HIGH SCH	M	\$81,747.00
ROYE	PATRICK S	TEACHER SPECIAL EDUCATION	B	\$61,242.00
SAUCHUK	RICHARD	TEACHER HS SCIENCE	M	\$30,140.50
SCHRATWIESER	JEANNE M	TEACHER HS SCIENCE	M	\$51,262.00
SZEPAN	SHANNON B	TEACHER - PHYSICAL ED	M	\$53,644.00
WILBUR	LIANA R	TEACHER HS MATH	B	\$36,517.00

Campbell High School Class of 2011

Driton Aliu
 Joshua Allard
 John M. Aniskovich
 Cullan Raymond Baker
 Samantha Lynn Baril ^
 Cassandra E. Baron ^*
 Timothy Allen Basey
 Alyssa Michelle Bean
 Adele Sarah Beauregard
 Timothy F. Beauregard !^#
 Bakhan M. Beg
 Cameron Elyse Bellisle ^
 Kailey Ryan Bento
 Jordan Leigh Billings !^#
 Brigitte Beatrice Boldu ^
 Vanessa M. Bonin
 Lisa Marie Bosteels
 Andrew Rexford Boutselis ^
 Haley E. Bowen ^#
 ZenAndre S. Braccio
 Jared Breton !^#
 Jonathon D. Brown
 Cody E. R. Buskey
 Kimberly Ann Carelli
 Rebecca Marie Chacos ^
 Katherine Nicole Childs #
 Tyler J. Coughlin
 Stefanie A. Couture ^
 Samantha Marie Florence Craik
 Jeffrey M. Croteau
 Bryan Evan de Pontbriand
 Amy Lee Deschene ^
 Peter Anthony DiCola
 Cullen James Duffy
 Scott Andrew Dyer +
 John Patrick Elliott, Jr.
 Joshua E. Farnham
 Matthew James Ferdinand
 JulieAnne Fernandez
 Mark Andrew Fiasconaro
 Joseph Lawrence Frank Figlioli
 Kayla Flaherty ^
 Omri Flaisher ^
 Thomas James Flynn ^*

Kayla Marie Follett
 Alexandria Lee Framarini ^#
 Marissa Marie Framarini ^
 Lukas Paul Freeman
 Errol Ross Fuertes
 Courtney E. Gannon !^*##
 Brian D. Garvin
 Kacie E. Gauthier
 Heather Mary Geist **
 Tyler R. Germond
 Corey Lynn Gilcreast
 Christopher Daniel Gillespie !^*##
 James W. Hayes
 Robert Hemmerle
 John Michael Hinkley, Jr.
 Henry M. Hines
 Abigail Mary Houlne ^
 Kristen Nicole Hrubowchak +
 David Edward Kapelson
 Kristen Marie King
 Hayley Jae Kmon
 Lucas Joseph LaBonte
 Renatta Jeanette Landrau ^*
 Jacqueline C. Landry
 Hayden E. Leith
 Jared Evan Leith ^**
 Brittanie Taylor Leonard
 Andrew J. Lepine !^*##
 Kevin John Lesperance
 Jared Joseph Lopez-Carrasco
 Gregory T. Lozeau
 Cassalyn MacDonald
 Garrett R. MacLean
 Ashleigh Marie Magliano
 Daniel Mak
 Andrew Matte !**
 Derek James McCartney
 Thomas Gerald McCue
 James Michael McKenney
 Erin Elizabeth McLaughlin
 Elizabeth Ashley McPherson
 Seth Lucas Miller
 Derek John Minervini

Joshua Wayne Morgan
 Samantha Napoli
 Michelle Nichole Nichols
 Julia Nolan
 Nicholas Paul Oberti ^**
 Matthew J. Paquette
 Alyssa Marie Paquin ^**
 Jason E. Paquin
 Christopher James Elias Pascoe
 Michael Andrew Phillips
 Alan Michael Popovich #
 Cameron T. Prolman
 Alexander J. Puchalski
 Alfred John Putney
 Richard Matthew Rafferty !^*##
 Eli Gavin Rau !^*##
 Shannon Elizabeth Regan
 Anthony Steven Rinaldi
 Nicole Marie Rochon
 Arielle Roy
 Felecia Marie Royal
 Erick Thomas Ruuttila
 Michael Derek Salerno
 Joseph Thomas Santomassino
 Shannon Nicole Savard !^*##
 Andrew Peter Schibly
 Jamie Leigh Shepard
 Samantha Joanne Souldard
 Crystal Noelle Sousa
 Sera Kelley Stackpole ^
 Jennifer Jeanne Swider
 Tyler Gerald Syphers
 Mark Philip Taddonio
 Amanda Reneé Taschereau
 Rachel Theresa Torgersen ^
 Keely Travis
 Spenser Alan Trompke
 Shawna Marie Trunca
 Samantha Lynn Vaillancourt
 Sarah Mary Vance
 Hannah Lee Wester
 Michael James Cushing Wing
 Corey R. Yoos

Valedictorian – Shannon Savard Salutatorian – Eli Rau

! Top Ten ^ New Hampshire Scholars * National Honor Society + Student Council
 # Academic Excellence Honors

2011 - 2012 LITCHFIELD SCHOOL DISTRICT CALENDAR

15 Administrative Retreat

16 New Teacher Workshop

17-18 Technology Institute

23 - 25 Teacher Workshop

29 1st Day of School3 Days

AUGUST 2011

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2012

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

9 Delayed Opening Only for CHS
Students - 9:35 am

2/27 - 3/2 Winter Recess - NS

18 Days

SEPTEMBER 2011

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2 Friday Before Labor Day - NS

5 Labor Day - NS

21 Delayed Opening Only for CHS
Students - 9:35 am20 Days

MARCH 2012

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2 Winter Recess (cont.) - NS

13 Teacher Workshop - NS

14 Delayed Opening Only for CHS
Students - 9:35 am19 Days

OCTOBER 2011

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

10 Columbus Day - NS

26 Delayed Opening Only for CHS
Students - 9:35am20 Days

APRIL 2012

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

11 Delayed Opening Only for CHS
Students - 9:35 am

4/23 - 4/27 Spring Recess - NS

16 Days

NOVEMBER 2011

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

11 Veterans Day - NS

18 Parent/Teacher Conf. - NS

23-25 Thanksgiving Recess - NS

17 Days

MAY 2012

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

10 Senior Project Evaluation- Early
Release for CHS Grades 9, 10 & 11
12:30 pm28 Memorial Day - NS
(Observed)22 Days

DECEMBER 2011

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

7 Delayed Opening Only for CHS
Students - 9:35 am

12/26 - 1/2 Holiday Recess - NS

17 Days

JUNE 2012

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

8 Graduation (Tentative)

12 Last Day of School
For Students (Tentative)13 Teacher Workshop - NS
(Tentative)

18 Last Day if 4 snow days occur

8 Days

JANUARY 2012

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

12/26 - 1/2 Holiday Recess - NS

16 Martin Luther King, Jr. Day - NS

20 Days

NOTES:

Shaded Days and NS = No School

☒ Delayed Opening CHS Only - 9:35 am☒ Early Release CHS Grades 9, 10 & 11 Only - 12:35 pmSnow days will be made up at end of school year (June)

SEPT thru JAN - 97 DAYS FEB thru JUNE - 83 DAYS

180 Total Student School Days - 190 School Snow & TW Days

Please Mark Your Calendar:

Tentative Date Deliberative Session February 11, 2012 - 2 pm

Voting Day March 13, 2012

LITCHFIELD SCHOOL DISTRICT

ENROLLMENT - PROJECTIONS ELEMENTARY

Grade	Enrolled October 1, 2010	Enrolled October 1, 2011	Projected September 2012
Pre	25	19	20
Kindergarten	77	64	60
1	105	103	93
2	110	101	101
3	109	115	106
4	110	105	114
Total	536	507	494

ENROLLMENT - PROJECTIONS MIDDLE SCHOOL

Grade	Enrolled October 1, 2010	Enrolled October 1, 2011	Projected September 2012
5	132	113	107
6	107	137	117
7	154	105	136
8	131	151	103
Total	524	506	463

ENROLLMENT - PROJECTIONS HIGH SCHOOL

Grade	Enrolled October 1, 2010	Enrolled October 1, 2011	Projected September 2012
9	126	126	148
10	135	122	117
11	122	127	114
12	139	118	124
Total	522	493	503

Combined Totals	1582	1506	1460
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**LITCHFIELD SCHOOL DISTRICT
DELIBERATIVE SESSION
February 5, 2011
The State of New Hampshire**

Time, Place: The meeting was called to order at 2:00 p.m. in the Campbell High School Auditorium.

Present: Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. Dennis Miller, Chair; Mrs. Cynthia Couture, Vice Chair; Mr. Jason Guerrette; and Mr. John York.

Dr. Elaine Cutler, Superintendent of Schools; Mr. Stephen Martin, Business Administrator; Dr. Ronda Gregg, Director of Special Services; Michele E. Flynn, School Board Administrative Assistant; Rob Demaine, IT Technician; Ms. Lynn Baddeley, School District Clerk; Gordon Graham, Attorney for the District.

Mr. Robert Manseau, Campbell High School Principal; Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Martin ("Bo") Schlichter, Griffin Memorial School Principal.

Budget Committee members: Mr. John Harte, Chair; Mr. Paul Parker; Mr. Mike Falzone; Mr. William Spencer; Mr. Ray Peebles; Ms. Elizabeth Miller; Mr. Frank Byron, (Selectmen's Representative).

Ballot clerks: Mrs. Trisha Regan, Mrs. Joan McKibben.

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. Dennis Miller, School Board Chair. Mr. Miller introduced School Board members, SAU staff, and attorney.

Mr. Regan introduced Mr. John Harte, Chairman of the Budget Committee. Mr. Harte introduced Budget Committee members.

Mr. Miller announced that the Board of Selectmen proposed having one town meeting for the town and school district for 2012. He explained that the proposed meeting would consist of one deliberative meeting for both town and school district sessions. Mr. Miller noted that the rationale for the proposal allows voters to see the school and town sides simultaneously, may increase voter participation, and will result in a cost savings. Mr. Miller asked voters to signify if they were in approval of a joint deliberative session for 2012.

By a show of hands the majority was in favor of a joint deliberative session for 2012.

Mr. Regan announced that elections will be held on March 8, 2011 from 7:00 am – 7:00 pm at CHS.

Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.

As is customary, Mr. Regan asked voters if they were in favor of allowing non-voters and employees of the school district who were in attendance to comment during the meeting.

The majority was in favor of allowing non-voters and/or employees of the district to comment during deliberative session by voice vote.

Mr. Regan read Article 1 and indicated that Mr. Miller would speak to the article.

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Nineteen Million, Six Hundred Fifty-Three Thousand, Two Hundred Sixty-Three dollars (\$19,653,263)? Should the article be defeated, the default budget shall be Twenty Million, Seven Hundred Seventy-Nine Thousand, Six Hundred Fifty-Nine dollars (\$20,779,659), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

This article was recommended by the School Board by a vote of 4-1-0, and by the Budget Committee by a vote of 7-0-0.

Mr. Miller thanked School Board members, Budget Committee members and school district administrators for their work during the budget process. Mr. Miller spoke to the budget.

Mr. Miller explained that the budget process for the 2011-2012 fiscal year began in August of 2010 with the overriding concern of a \$2.1M reduction in state funding. He noted that the Board asked the administration to present a budget request that included \$2M in expense reductions and/or increased revenue from the current budget. He indicated that the Budget Committee asked for a proposed budget with no more than a 3% increase on the tax rate.

Mr. Miller explained that the Superintendent and the Administrative Team made initial recommended reductions with prioritization. The School Board held three community forums to discuss the budget and receive input from the community. The Superintendent and the Administrative Team then prioritized their requests and make second level adjustments to the budget. The School Board approved all recommended reductions from the Superintendent and made additional adjustments/reductions of approximately \$142,000 to the budget. The School Board approved increased revenues/fees and approved the proposed budget for Budget Committee consideration. The Budget Committee is responsible for recommending the budget

amount to be placed on the warrant. Although the budget is subject to changes at Deliberative Session, the School Board approves final allocations after the March vote. Mr. Miller explained that the Default Budget is created and approved by the School Board. The Budget Committee is not involved in the Default process.

Mr. Miller indicated that the budget consists of the proposed general, food service, and grant funds operating budgets as recommended by the Budget Committee. He explained that the budget will be presented by object account, function account, and location account.

Mr. Miller commented that the School Board presented a proposed budget of \$19,810,755 to the Budget Committee. The Budget Committee recommended a budget of \$19,653,263 with a total of \$157,492 in reductions. Mr. Miller noted that there is a warrant article requesting a 1% cost of living adjustment for all non-union employees, which totals \$38,548. If both the recommended budget and the article 2 are approved by voters, the total budget for the school district will total \$19,691,811.

Mr. Miller pointed out that the total FY12 recommended budget is \$1,011,690, or 4.89% less than the FY11 budget. He indicated that despite \$1,544,241 in Board reductions to the budget and over \$400,000 in proposed additional estimated revenue, there are increases in the budget. Mr. Miller spoke to the default budget. He explained that the default budget is required for SB2 towns. He noted that the calculation is defined by law and includes items that carry through automatically (i.e. collective bargaining increases, contracts). Mr. Miller indicated that the 2010-2011 adopted default budget is \$20,703,501 and the 2011-2012 default budget is \$20,779,659, which is \$1,126,396 higher than the 2011-2012 recommended budget.

Mr. Miller reviewed the major factors impacting the proposed general fund operating budget:

- Health insurance rate increase: \$264,196
- Voter approved cost of Teachers' Contract: \$232,763
- NH Retirement rate increase: \$144,930
- Grade Change Salary & Benefit increases: \$39,914
- Unemployment Compensation Insurance: \$31,156
- CHS hot water system replacement: \$28,580
- New Data Communication/Telephone contract rate increase: \$19,464
- Transportation contract increase: \$18,214
- Self-Funded programs: \$13,230 (offset by revenues)

Total major increases to the FY12 budget: \$792,447.

Mr. Miller reviewed the major reductions in the FY12 general fund operating budget:

- Staff reductions (Salaries & benefits): \$1,282,419
- One time building & grounds projects: \$143,000
- Elimination of 1 regular transportation bus: \$37,336
- Elimination of guidance, library, & nurses extra days; CHS curriculum facilitator positions; reduced 6th period classes; district-funded adult education: \$56,261
- Removal of GMS grade 3 portable classroom: \$12,750
- Elimination of all national conferences: \$12,475

Total major reductions in the FY12 general fund operating budget: \$1,544,241.

Total general fund operating budget decrease: \$708,272.

Mr. Miller reviewed a list of staff reductions:

At GMS:

- 2 classroom teachers (grades 1 & 2): \$114,775
- 3.5 paraprofessionals: \$61,294
- 1 monitor: \$5,657
- Assistant Principal: \$97,254
- 1 full time custodian: \$40,943

At LMS:

- 1 part time chorus teacher: \$31,642
- 1 classroom teacher (grade 5): \$92,073
- 2 special education teachers: \$140,614
- 1 full time custodian: \$61,757
- Receptionist: \$14,426

At CHS:

- 4.5 classroom teachers: \$274,904
- 2 special education teachers: \$137,532
- 2 program paraprofessionals: \$38,959
- 1 part time guidance counselor: \$11,314
- 1 full time custodian to part time: \$28,371
- Receptionist: \$16,814

District-Wide:

- Part time special education administrative assistant: \$11,983
- 1 speech pathologist: \$68,954
- 1 part time COTA: \$12,259

Mr. Miller presented the FY12 general fund operating budget by object account. Object accounts are used to describe the service or commodities obtained as a result of the specific expenditure. Mr. Miller indicated that all object accounts reflect a decrease ranging from 7% to 57.2%. The only exception is the benefits account, which reflects an increase of 8.5%. The total FY12 general fund object account summary reflects a decrease of 4.5%.

Mr. Miller presented the FY12 general fund operating budget by function account. Function accounts are used to describe the activity for which a service or expense is used, such as regular education. The NH Department of Revenue Administration requires the posting of the default and proposed budgets by function account. Mr. Miller indicated that many function accounts reflect a decrease ranging from 0.5% to 100%. He noted that few accounts reflect an increase.

Mr. Miller presented the FY12 general fund operating budget by location account. Location accounts are used to describe the physical location where the activity or cost is used or expensed (i.e. GMS or District-wide). Mr. Miller indicated that all locations, with the exception of School

Board and SAU, reflect decreases. He noted that the increase in the SAU account is driven by benefit increases and the increase in the School Board account is driven by a change in legal expenses (i.e. upcoming teachers contract negotiations).

Mr. Miller reviewed the Budget Committee's recommended changes to the FY12 budget.

Reductions:

- District-wide special education tuition: -\$100,000
- District-wide health insurance: -\$59,999.86
- District-wide social security: -\$3,794
- CHS FACS supplies: -\$744.50
- CHS FACS replacement equipment: -\$124.13
- CHS guidance 504 student tutoring professional services: -\$1,475

Additions:

- District-wide software 3 year lease: \$8,000
- District-wide computer 3 year lease/purchase partially funded: \$645.92

Budget Committee total net reductions to the FY12 budget: \$157,491.57.

Mr. Miller reviewed the Estimated 2012 Revenue Analysis:

- Expected decrease of Food Service sales: -\$22,217
- Decrease in Adult Education (no longer offering in 2012): -\$18,900
- Use of high school impact fees to pay down the CHS bond: \$343,213
- Increase in revenue from Self-Funded programs: \$13,230
- Increase in revenue from other local sources: \$126,750.

The total increase in local revenue, excluding property taxes: \$442,376.

Mr. Miller commented that there will be a decrease in revenue from state sources. These sources include:

- Decrease in catastrophic aid: -\$34,385
- Decrease in child nutrition: -\$690
- Decrease in adequacy aid: -\$2,144,423
- Decrease in state education taxes: -\$58,309

The total decrease in state revenues is expected to be \$2,287,807.

Mr. Miller reviewed revenue from federal sources:

- Increase in federal program grants: \$162,209
- Increase in child nutrition: \$9,090
- Decrease in disabilities programs: -\$160,000

The total increase in revenues from federal sources is expected to be \$11,299.

Mr. Miller indicated that the District will return an estimated \$370,565 to offset taxes. It is estimated that \$456,313 will be returned next year, which is an increase of \$85,748 over last year. The total 2012 estimate revenues will be a decrease of \$1,748,384.

Mr. Miller indicated that the total appropriation for 2011-2012 is calculated as follows: budget total less revenues equals the total to be raised by taxes. He explained that any approved warrant articles would be added to reflect the net total to be raised by taxes. Mr. Miller noted that if the total FY12 budget and warrant article are approved, the net increase in tax revenue to be raised would be \$0.83 on the tax rate.

Mr. Miller reviewed a sample of how property taxes would be affected if the budget and warrant article are approved. He noted that the estimated tax rate for 2011 is \$15.71. The impact on a home assessed at \$240,000 would be an increase of \$178 in property taxes and an increase of \$237 on a home assessed at \$320,000. Mr. Miller added that this assumes no changes in the state's education funding formula.

The Moderator opened the floor for discussion.

Sue Seabrook, 18 Bear Run Drive, expressed concern regarding the reduction of paraprofessionals at GMS next year. She indicated that the reduction in paraprofessionals will impact student learning. Mrs. Seabrook commented that if the enrollment at GMS increases, the District will have to hire more paraprofessionals. She commented that paraprofessionals help improve education performance. The reduction will impact instructional efficiency.

Mrs. Sue Seabrook, 18 Bear Run, made a motion to increase the FY12 recommended operating budget by \$61,294. The motion was seconded.

Mrs. Seabrook commented that the purpose of the motion is to add the 3.5 paraprofessionals back into the budget for GMS. She indicated that if GMS loses the assistant principal, paraprofessionals will be even more important to the students' educational needs.

Mr. Miller responded that the administration reduced 6.5 regular education paraprofessionals. Special education paraprofessionals remained intact. He indicated that the remaining regular education paraprofessionals will rotate throughout the classrooms. Mr. Miller commented that this compromise was made in consideration of the economy.

Mrs. Seabrook commented that she believes that there is not a paraprofessional in every classroom. She indicated that she is speaking specifically about grade level paraprofessionals.

Maureen Sherwin, 29 Century Lane, commented that paraprofessionals are necessary in the classrooms. She was concerned that students who need additional assistance in the classroom will fall behind.

Dr. Elaine Cutler commented that the administration did not want to remove all the positions that were recommended to the School Board. She indicated it is not much different from families that have to tighten their fiscal belts; the district had to make difficult decisions. Dr. Cutler commented that the District is trying to maintain the integrity of the teacher in the classroom. She explained that she was instructed by the Board to reduce \$2M from the budget. After weighing all the options, she and administrators believed that the class sizes were reasonable enough to warrant a reduction in paraprofessionals.

Dr. Cutler indicated that the School Board added three paraprofessionals back into the budget. She commented that if a student is placed on or is currently on an IEP and needs a paraprofessional, the District will hire one. She added that we will be depending more on volunteers and we will work within the framework of the budget. Dr. Cutler was confident that class sizes are reasonable. She noted that we have to recommend a reasonable budget on which people can afford to live.

Chris Pascucci, 12 Colonial Drive, commented that the decision was made by the administration and the School Board, and approved by the Budget Committee. He asked if anything could be said to quell the fears of those concerned about the reductions.

Dr. Cutler commented that when families reduce their budgets at home they feel the impact. She indicated that the budget cannot be reduced without an impact. However, Dr. Cutler stated that she is confident that class sizes are acceptable.

Sue Seabrook, 18 Bear Run Drive, commented that the paraprofessional do not receive benefits or overtime.

George Lambert, 3 Lydston Lane, commented that we can put people in the school system that need to be there, but was concerned how the additional money would be raised. Mr. Lambert queried about the increase in Central Support Services and how much of that account is allocated to paraprofessionals.

Mr. Steve Martin responded that the increase in Central Support Services includes benefits for Human Resources and Technology, a large increase in Workman's Compensation, and an increase in data communications.

The Moderator instructed Mr. Lambert that discussion is currently restricted to the proposed amendment.

Kathleen Follis, 8 Mike Lane, was concerned that with the reduction of paraprofessionals, students in regular education classes will fall short, which may result in more special education referrals.

Mr. Miller commented that students who need additional assistance may have to be patient. He believes that the reduction in paraprofessionals will not result in children being coded. Mr. Miller echoed Dr. Cutler, stating that the reductions were not easy to make, but faced with a huge decrease in revenue, the Superintendent and administrative team were faced with little choice.

Mrs. Follis suggested that funds can be found in another account.

Mrs. Seabrook queried how many paraprofessionals are currently assigned at GMS. Mr. Miller responded that there are 17 paraprofessionals at GMS.

William Spencer, 9 Cranberry Lane, reminded the audience that the motion is adding money to the budget bottom line and that the Board will decide how it will be spent. He noted that there is no guarantee that the paraprofessionals will be added back if the motion passes.

Cecile Bonvoulior, 1 Tamarack Lane, expressed concern over the two special education teachers that are slated for reduction. She indicated that these teachers are life preservers and keep the children mainstreamed. She was concerned that teachers' caseloads would increase and become unmanageable. She indicated that the special education teachers are a tremendous benefit and is advocating to keep them in the budget.

Hearing no further discussion, the Moderator repeated the motion to increase the FY12 budget by \$61,294.

The amendment failed by voice vote.

Mr. George Lambert, 3 Lydston Lane, made a motion to remove \$400,000 from the FY12 recommended budget. The motion was seconded.

The Moderator opened the floor for discussion of the motion.

Mr. Lambert indicated that the purpose of his motion is to discuss the increase reflected in the Central Support Services account.

John Miller, 21 Bear Run, queried about the fund balance total. He commented that the estimated 2011-2012 fund balance to reduce taxes was anticipated to be higher than \$200,000 that was referred to in a statement made by Mr. Miller during the presentation.

Mr. Dennis Miller explained that at the end of the 2010 fiscal year we pulled forward some purchases out of the 2010-2011 budget to add to the fund balance in order to return more money to the taxpayers.

Mr. John Miller asked if the \$200,000 should be placed in the budget now.

Mr. Dennis Miller commented that the \$200,000 is already in the budget. He explained that it is simply set aside so it will not be spent. Mr. Miller indicated that some purchases budgeted for 2010-2011 were paid with last year's end of the year funds in order to be able to return more money to offset taxes this year.

Mr. Lambert, 3 Lydston Lane, expressed his desire to comment on the increase in the Central Support Services account. He indicated that he has no intention of removing \$400,000 from the account. Mr. Lambert queried why there are contracts renewed that do not go out for competitive bid and requested the contracts be identified.

Mr. Martin explained that the First Student transportation contract extension was negotiated last year. He noted that the contract with One Communications was re-negotiated due to an increase in bandwidth; however, there are still two years left on the contract. Mr. Martin indicated that

the other contracts are: the copier contract, signed contracts for work at GMS, and a continuing contract with Honeywell that has not yet been signed this year.

Mr. Lambert commented that taxes in Litchfield have increased from \$11/thousand to \$15/thousand and we are looking at massive service reductions. He noted that benefits have increased over \$1M. He queried if there are any measures being considered to prevent those numbers from increasing.

Mr. Miller commented that the Board will be entering negotiations this year on the teachers' contract. He explained that staff can be reduced and a different benefit plan can be considered. Mr. Miller noted that the Board will negotiate the best contract possible. He noted that all employees follow the plan that is negotiated. Mr. Miller explained that the maximum increase is budgeted and last year the increase was less than expected. He added that the Board is cognizant that it is more and more expensive to run the district.

Mr. Spencer commented that these are all good questions, but it is a shame that they were not asked when the Budget Committee reviewed the budget.

Mr. Lambert queried how the public can see how the money is being spent in the district throughout the year.

Mr. Miller indicated that each month Mr. Martin prepares a finance report that reflects what is expended and is currently posted online.

Mr. Lambert queried if the detail can be posted online.

Mr. Miller indicated that the monthly detail can be posted on the district web site.

Mr. William Spencer, 9 Cranberry Lane, made a motion to call the question. The motion was seconded.

Mr. George Lambert, 3 Lydston Lane, withdrew the motion to remove \$400,000 from the budget. The second was withdrawn.

Sue Seabrook, 18 Bear Run, queried what the budget would look like if the \$2.1M were not withdrawn.

Mr. Miller indicated the budget would look more like the default budget.

Mrs. Kathleen Follis, 8 Mike Lane, made a motion to increase the FY12 recommended operating budget by \$61,294. The motion seconded.

Sue Seabrook, 18 Bear Run, asked if there was any way to allocate this money for these positions.

Mr. Miller indicated that it is a bottom line budget and any motion to add money to the budget only increases the bottom line.

Bill Spencer, 9 Cranberry Lane, commented that in order to ensure that the money is allocated for these positions the request should have been by petition warrant article.

Mr. Miller commented that even if such an article was approved, the Board is not required to spend the money, although the money cannot be spent for any other purpose.

Betty Vaughn, 19 Stark Lane, commented on the reduction of special education teachers. She indicated that people are basing their concerns on emotional attachment. She was concerned over the prioritizing what is important when the more you fight for a particular item, the more is added to the budget.

The Moderator indicated that all we are doing is adding money into the budget and the Board decides how it will be spent.

Mrs. Vaughn stated that this is an opportunity for voters to comment. She commented that we should try to come up with an idea on how we prioritize what is added into the budget.

Robin Corbeil, 4 Nesmith Court, commented that there has been much discussion over the budget and the decisions that were made were difficult. She indicated that the Board worked hard to get the budget to this level. Mrs. Corbeil commented that she does not want to see the town torn apart over this issue. She added that we can add more money to the budget, but we cannot tell the Board how to spend it.

George Lambert, 3 Lydston Lane, commented that if there is more that needs to be added to the budget, it should be done collectively to save time.

Jason Guerrette, 11 Perry Court, commented that the best way for the Board to know how to spend the money is for the public to come and tell us. He indicated that the Board will spend the money as we see fit. Mr. Guerrette commented that the voters can elect someone to the School Board that will spend the money the way the voters would like it spent.

Hearing no further discussion, the Moderator repeated the motion to increase the FY12 budget by \$61,294.

The amendment failed by standing vote.

Maureen Sherwin made a motion to increase the FY12 recommended operating budget by \$97,254. The motion was seconded.

Mrs. Sherwin commented that the purpose of the motion is to restore the GMS assistant principal's position. She noted that administration at GMS work collaboratively and do tremendous jobs. She indicated that she cannot imagine the school functioning without both a principal and assistant principal.

Mr. Miller indicated that when the Board discussed staff reductions Mr. Schlichter was present. The Board discussed the reduction of the assistant principal at GMS and its impact. Mr. Miller noted that there were concerns about the reduction. He explained that initially the receptionist was proposed to be reduced and the Board wanted recommendations on what positions could be reduced with less impact. When it was decided that the assistant principal's position would be reduced, the Board decided to keep the receptionist because of additional administrative duties. Mr. Miller indicated that the LMS assistant principal can be shared with GMS when Mr. Schlichter is absent. He noted that there are two faculty members that have the administrative certification to assist in this role as well. Mr. Miller indicated that every staff reduction creates an impact.

Mr. Schlichter, Principal, GMS, commented that the roles of administrators have changed over the years. He indicated that the level of services will change with the reduction of the assistant principal. Mr. Schlichter noted that supervision and evaluation of staff will be affected, as will special education meetings. He added that building operations are a huge part of the responsibilities for principals. Mr. Schlichter stated that he is in favor of the motion to restore the GMS assistant principal's position.

Sue Seabrook, 18 Bear Run, commented that she has worked at GMS for 15 years. She indicated that the assistant principal takes care of bullying incidents. She stated that the position is invaluable. Mrs. Seabrook commented that enrollment numbers may be decreasing, but can increase at any time. She stated that she supports reinstating the position.

Mr. Miller commented that every position on the reduction list has an impact. He explained that it was the intention of the Board to have a zero tax increase, but the Board was not able to do so. Mr. Miller agreed that there will be a change in the level of services at GMS with the reduction of the assistant principal position. He noted that the position was not removed from the default budget.

Mrs. Seabrook queried how many other elementary schools the size of GMS have to deal with this issue.

Mr. Miller commented that the Board does not have that information.

Mrs. Seabrook indicated that the information should be researched.

Maureen Sherwin, 29 Century Lane, commented that it is detrimental to the school to reduce the assistant principal position. She indicated that the assistant principal supervises the student council, character education, and the emergency response team.

William Spencer, 9 Cranberry Lane, commented that the state guideline for an assistant principal is 500 students. He indicated that the projected enrollment is declining and the position would most likely be reduced anyway. Mr. Spencer asked the Budget Committee to comment on why they recommended the position be removed from the budget.

John Harte, Budget Committee Chair, indicated that the Budget Committee agreed with the decision of Board because of the annual reduction in enrollment at GMS, even with the addition of kindergarten. Mr. Harte commented that we compared what positions were being reduced with providing the same level of education for the students. Mr. Harte noted that the Budget Committee was trying to present a budget with as little increase as possible.

Sheila Huston, 17 Rookery Way, asked for clarification on the guidelines for assistant principal.

Mr. Miller indicated that there has to be 500 students in enrollment to warrant an assistant principal.

Kathleen Follis, 8 Mike Lane, commented that the kindergarten enrollment is not included in the enrollment numbers. She indicated that if the pre-kindergarten and kindergarten numbers were added, there would be over 500 students at GMS.

Mr. Miller commented that state law allows for the district to have an alternative to the assistant principal by having a certified person who fulfills the administrative duties when needed.

Mrs. Follis indicated that there is a stipend included in the budget for an alternative to the assistant principal. She commented that if there is no one in the building with the qualifications, we will not meet the administrative rules.

Dr. Cutler commented that there are two staff members with certifications that are currently employed in the building and will be employed next year. The assistant principal of the middle school will fill in when necessary. She indicated that class sizes next year are reasonable. Dr. Cutler stated that the assistant principal position is valuable; however, there is an alternative solution.

Sue Seabrook, 18 Bear Run, queried what would happen if the principal is in a meeting and there is an out of control child in the school. She asked if the teacher would be called out of the classroom to deal with the situation.

Dr. Cutler indicated that the principal would be called out of the meeting rather than the teacher.

Mr. William Spencer, 9 Cranberry Lane, made a motion to call the question. The motion was seconded.

The Moderator repeated the motion to increase the FY12 recommended operating budget by \$97,254.

The amendment failed by standing vote.

Mr. Chris Pascucci, 12 Colonial Drive, made a motion to reduce the FY12 recommended operating budget by \$5,053. The motion was seconded.

Mr. Pascucci commented that he would like more information regarding the \$5,053 the district pays for NHSBA dues. He indicated that the policy subscription included is for sample policies. He commented that he researched other districts' policies and believes that ours are the same as those districts. Mr. Pascucci commented that instead of paying for this subscription, we can use other districts as policy resources.

Mrs. Couture explained that the NHSBA (New Hampshire School Boards Association) is the professional organization for school boards across the state. Each week a report on legislation that affects school districts is provided, which is valuable for Litchfield to know what will impact the town. She commented that many laws that are passed have policy impact. Mrs. Couture indicated that school boards annually receive a packet of information on the resolutions proposed for the year and decide if they will support or oppose them. Boards also have the opportunity to submit their own resolutions for legislative consideration. Mrs. Couture indicated that these resolutions are presented at the delegates' annual assembly during which board representatives carry their board's position on each resolution.

Mrs. Couture commented that the NHSBA has legal counsel that research and write sample policies for its membership. She noted that the district pays \$190 per hour for legal fees in comparison to what is included in the NHSBA membership. Mrs. Couture indicated that the NHSBA offers free training for school boards, as well as databases of salary, benefits, and other valuable information.

Mr. Pascucci commented that Litchfield is fortunate to have three state representatives that give us regular updates on legislation at no cost. He queried how many school boards are members of the NHSBA.

Mrs. Couture indicated that approximately 90% of the school boards in the state are members of the NHSBA.

Ralph Boehm, State Representative, 6 Gibson Drive, expressed support for the NHSBA membership. He indicated that the NHSBA provides necessary and valuable services. Mr. Boehm commented that there are three representatives in town; however, there are 27 committees and we cannot handle them all.

Phil Reed, 7 Forest Lane, expressed his opposition to the motion. He noted that the NHSBA is a priceless resource. Mr. Reed commented that the legislative information they provide to us, as well as information from regulatory organizations throughout the state, is valuable. He indicated that we would leave ourselves subject to pitfalls and dangers if we do not renew the membership.

John Miller, 21 Bear Run Drive, queried about the free training for school boards.

Mrs. Couture indicated that there is no additional cost for this service and is free for all members.

Mr. Miller commented that it would be helpful to post what is included in the NHSBA membership.

Jason Guerrette, 11 Perry Court, congratulated Mrs. Couture as the new President of the NHSBA Board of Directors. Mr. Guerrette indicated that he was the delegate to the assembly this year and has been to the training session. He commented that it was beneficial to meet with board members from other districts. Mr. Guerrette expressed his concern with the method used to vote on resolutions at the assembly. He noted that there was little discussion and no opportunity to change any position on them. Mr. Guerrette indicated that any discussion is irrelevant because the delegates take the board's position to the assembly. He commented that the NHSBA provides a good lobbying function and is a valuable service, but there are multiple resources with the same information.

Mr. Miller commented the delegates' assembly is not unlike the Electoral College. The Board voted on each resolution and sent Mr. Guerrette as their representative to present the vote as a Board. He noted that the Board did not vote to remove this from the budget.

Derek Barka, 8 Simeon Lane, commented that in order to be compliant with the recently passed bullying law, a committee was formed to draft a new policy. He mentioned that he was a member of the committee. Mr. Barka noted development of the policy was based on the information provided by the NHSBA. He stated that it was a beneficial service.

Hearing no further discussion, the Moderator repeated the motion to reduce the FY12 recommended operating budget by \$5,053.

The amendment was defeated by voice vote.

Kathleen Follis, 8 Mike Lane, commented that the default budget total is higher than the recommended budget and contains 23 more positions. She queried what the difference would be if the default is approved by the voters.

Mr. Miller indicated that if the default budget were to pass, we would need to raise an additional \$1,126,000. He noted that the tax rate impact would be approximately \$2.12.

Janine Lapore, 17 Greenwich Road, commented that there are 4.5 classroom teachers at CHS to be removed. She queried what courses would be impacted. She also queried if student teachers will be used.

Mr. Miller indicated the teachers will be determined by the administration based on the course selections for next year.

Mrs. Kathleen Follis, 8 Mike Lane, made a motion to increase the FY12 recommended operating budget by \$54,222 to retain the GMS assistant principal and proposed that all assistant principals be reduced to a 10 month schedule. The motion was seconded.

Mrs. Follis commented that the purpose of this motion is to reduce all assistant principals by removing 8 weeks of duties from the position. She noted that the administrative stipend would be removed as well. Mrs. Follis indicated that this allows all students access and support and allows teachers to have support during the school year.

William Spencer, 9 Cranberry Lane, commented that this motion is rehashing what has already transpired. He noted that we have no right to tell the School Board and administration how to run the schools.

Mr. Miller commented that there is no guarantee that the assistant principal's position would be retained if the amendment passed. He indicated that it is a novel approach. Mr. Miller commented that he believed it would have a negative result. The district would end up trying to find 10 month assistant principals.

Phil Reed, 7 Forest Lane, expressed concern that in this meeting there has been continual emphasis that any money we vote on here is a bottom line figure. He commented that he has never seen a Board that did not pay attention to the wishes of the voters. Mr. Reed indicated that the Board must spend the budget on what is allocated; however, what they cannot spend on is anything that was not allocated. He disagreed with the bottom line explanation and stated that this town historically doesn't operate that way.

Penny Shupe, 8 McQuestin Circle, commended Mrs. Follis for thinking outside the box. She indicated that is what is needed in order to solve this crisis. Mrs. Shupe commented that removing the assistant principal position will impact education.

Sue Seabrook, 18 Bear Run, commented that it is worthwhile to support this position. She suggested polling all assistant principals if they would be willing to be reduced to a 10 month position.

John Caynon, 30 Cardinal Lane, commented that he was stupefied that we keep trying to force more money into this budget. He indicated that we have to do what needs to be done. Mr. Caynon stated that it is time for us to do what we need to do for our children.

Mr. William Spencer, 9 Cranberry Lane, made a motion to call the question. The motion was seconded.

The amendment failed by standing vote.

Mr. Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Article 1. The motion was seconded.

The motion passed by voice vote.

There were no further amendments or discussion, Article 1 stands as written and will appear on the ballot as written.

Phil Reed, 7 Forest Lane, commented that this town sincerely appreciates the leadership provided by Dr. Cutler. He indicated that it is hard to imagine a more trying time because we all know that 99.9% of what is in budget was hard fought. Mr. Reed acknowledged that working on a budget with a \$2M loss in funding and deciding what needs to be removed is hard enough.

Mr. Regan read Article 2 and indicated that Mr. Miller would speak to the article.

ARTICLE 2

Shall the Litchfield School District vote to raise and appropriate the sum of Thirty-Eight Thousand, Five Hundred Forty-Seven dollars and Eighty-Eight cents (\$38,547.88), which represents salary and benefit costs for a 1% cost-of-living adjustment for non-union positions? These positions include: administrators, administrative assistants, building/grounds staff, Certified Occupational Therapy Assistant, custodial staff, food service staff, monitors, paraprofessionals, psychologists, School Administrative Unit staff, site facility managers, social worker, tutors, and elected officials (other than School Board members).

This article was recommended by the School Board by a vote of 5-0-0, and by the Budget Committee by a vote of 7-0-0.

Mr. Miller commented that 15% - 20% of non-union employees in the current budget are at the top of their step and all non-union salaries have been frozen. This article covers the 114 staff members in the district that are not teachers.

The Moderator opened the floor to discussion of the article.

William Spencer, 9 Cranberry Lane, commended the Board for placing the request on a separate warrant article.

Casey Jones, 42 Stark Lane, commented that adding any money in taxes to this budget is outrageous when it comes to choosing between heat and taxes. She indicated that when she lived in Massachusetts she had to fight for her children's education. Mrs. Jones commented that this Board is doing everything they can with the dollars they have. She added that she is doing the same at home. She implored voters to do the same.

Jim Mavrogeorge, 16 Cutler Road, commented that he is retired military and there is no increase in retiree pay. There is no increase in social security this year. He indicated that he did not get a pay raise at work. Mr. Mavrogeorge commented that we are in a tough economy and the outlook is not good. He expressed his opposition to Article 2.

Mr. Miller commented that in previous years this was included in the budget. However, Mr. Miller indicated that the Board thought it more prudent to freeze salaries in the budget and give the people an opportunity to decide.

Steve Kaplan, 16 Cutler Road, expressed his opposition to Article 2. He indicated that as a small businessman he has had to lay off employees. Mr. Kaplan commented that 1% may be a small amount, but this economy has not grown. He encouraged people to vote the article down.

Chris Pascucci, 12 Colonial Drive, commented that the Board did the right thing by giving the people a choice at election time

There were no further amendments or discussion, **Article 2 stands as written and will appear on the ballot as written.**

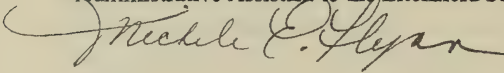
The Moderator thanked all who attended and accepted a motion to adjourn at 4:32 p.m. The motion was seconded. The motion passed unanimously by voice vote.

A true record of the Litchfield School District Deliberative Session,

Prepared by:

Michele E. Flynn

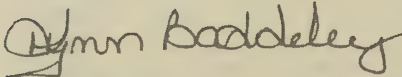
Administrative Assistant to the Litchfield School Board

A handwritten signature in cursive script, appearing to read "Michele E. Flynn".

A true record of the

Litchfield School District Deliberative Session

Attest:

A handwritten signature in cursive script, appearing to read "Lynn Baddeley".

Lynn Baddeley

School District Clerk

Submitted: February 7, 2011

2011 LITCHFIELD SCHOOL DISTRICT WARRANT STATE OF NEW HAMPSHIRE

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, February 5, 2011, at 2:00 o'clock in the afternoon for explanation, discussion, and debate of warrant articles number 1 through number 3. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, and (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended.

SECOND SESSION OF ANNUAL MEETING (VOTING)

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 8, 2011, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ARTICLE A

To elect by ballot the following School District Officers:

School Board Member	3-Year Term
School District Moderator	3-Year Term
School District Treasurer	3-Year Term
School District Clerk	3-Year Term

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Nineteen Million, Six Hundred Fifty-Three Thousand, Two Hundred Sixty-Three dollars (\$19,653,263)? Should the article be defeated, the default budget shall be Twenty Million, Seven Hundred Seventy-Nine Thousand, Six Hundred Fifty-Nine dollars (\$20,779,659), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Recommended by the School Board
(4-1)

Recommended by the Budget Committee
(7-0)

ARTICLE 2

Shall the Litchfield School District vote to raise and appropriate the sum of Thirty-Eight Thousand, Five Hundred Forty-Seven dollars and Eighty-Eight cents (\$38,547.88), which represents salary and benefit costs for a 1% cost-of-living adjustment for non-union positions? These positions include: administrators, administrative assistants, building/grounds staff, Certified Occupational Therapy Assistant, custodial staff, food service staff, monitors, paraprofessionals, psychologists, School Administrative Unit staff, site facility managers, social worker, tutors, and elected officials (other than School Board members).


Recommended by the School Board
(5-0)

Recommended by the Budget Committee
(7-0)

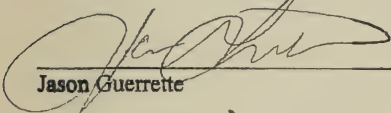
GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 26th DAY
OF JANUARY 2011.



Dennis Miller, Chair



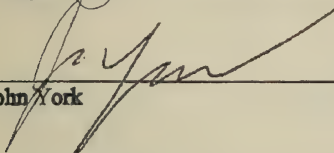
Cynthia Couture, Vice Chair



Jason Guerrette



Mary Prindle



John York

Litchfield School Board

**LITCHFIELD SCHOOL DISTRICT MEETING
ELECTION RESULTS
MARCH 8, 2011
The State of New Hampshire**

Election of Officers

School Board: Patricia D'Alleva, 693 votes, elected, three-year term
Cynthia Couture, 612 votes, three-year term

Moderator: John Regan, 1,126 votes, elected, three-year term

District Clerk: Lynn Baddeley, 1,060 votes, elected, three-year term

District Treasurer: Lynn Baddeley, 1,010 votes, elected, three-year term

Total Ballots Cast: Litchfield School District, 1,378

Warrant Articles

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Nineteen Million, Six Hundred Fifty-Three Thousand, Two Hundred Sixty-Three dollars (\$19,653,263)? Should the article be defeated, the default budget shall be Twenty Million, Seven Hundred Seventy-Nine Thousand, Six Hundred Fifty-Nine dollars (\$20,779,659), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

*Recommended by the School Board
(4-1)*

*Recommended by the Budget Committee
(7-0)*

**Article Passed - Yes: 1,055
No: 280**

ARTICLE 2

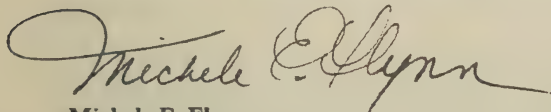
Shall the Litchfield School District vote to raise and appropriate the sum of Thirty-Eight Thousand, Five Hundred Forty-Seven dollars and Eighty-Eight cents (\$38,547.88), which represents salary and benefit costs for a 1% cost-of-living adjustment for non-union positions? These positions include: administrators, administrative assistants, building/grounds staff, Certified Occupational Therapy Assistant, custodial staff, food service staff, monitors, paraprofessionals, psychologists, School Administrative Unit staff, site facility managers, social worker, tutors, and elected officials (other than School Board members).

Recommended by the School Board
(5-0)

Recommended by the Budget Committee
(7-0)

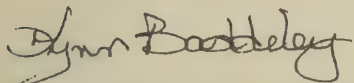
Article Passed/Failed - Yes: 791
No: 560

A true report of the 2010 Litchfield School District election results, prepared by:



Michele E. Flynn
School Board Secretary
March 9, 2011

A true report of the 2011 Litchfield School District election results, attest:



Lynn Baddeley
School District Clerk
March 10, 2010

2011 LITCHFIELD SCHOOL DISTRICT WARRANT STATE OF NEW HAMPSHIRE

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

SPECIAL SCHOOL DISTRICT MEETING

You are hereby notified that a Special Meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Wednesday, September 21, 2011 at 6:30 o'clock in the afternoon for explanation, discussion, debate and vote of warrant articles number 1 through number 6 to increase the FY12 school district budget as a result of the restoration of State Adequacy funding under RSA 198:41 and pursuant to the provisions of Chapter 211 of the 2011 Legislative Session. Voters may approve, disapprove or change any proposed increase; however, voters may not approve greater reductions, or reduce or rescind an appropriation not specified in the warrant, or act on any other business.

ARTICLE 1

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Two Hundred Seven Thousand, Four Hundred Three dollars (\$207,403) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for Direct Instructional Support funds as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

ARTICLE 2

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Eighty-Eight Thousand, Nine Hundred dollars (\$88,900) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for Operating Costs as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

ARTICLE 3

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Thirty Thousand, Six Hundred Seventy-Five dollars (\$30,675) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding a part time, school year Assistant Principal at Griffin Memorial School as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

ARTICLE 4

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of One Hundred Five Thousand, Seven Hundred Forty-Two dollars (\$105,742) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding Custodial Staff as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

ARTICLE 5

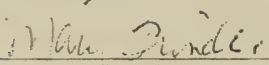
Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Six Thousand, Six Hundred Eight dollars (\$6,608) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding administrative costs for Adult Education as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

ARTICLE 6

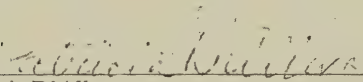
Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Five Thousand dollars (\$5,000) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding Co-Curricular activities as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

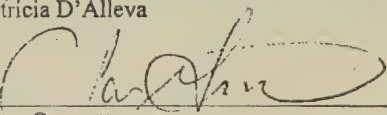
GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 9 DAY
OF SEPTEMBER 2011.


John York, Chair


Mary Prindle, Vice Chair


Dennis Miller


Patricia D'Alleva


Jason Guerrette

Litchfield School Board

**LITCHFIELD SCHOOL DISTRICT
DELIBERATIVE SESSION
September 21, 2011
The State of New Hampshire**

Time, Place: The meeting was called to order at 6:45 p.m. in the Campbell High School Auditorium.

Present: Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. John York, Chair; Mrs. Mary Prindle, Vice Chair; Mr. Dennis Miller, Mrs. Patricia D'Alleva and Mr. Jason Guerrette.

Dr. Elaine Cutler, Superintendent of Schools; Mr. Stephen Martin, Business Administrator; Michele E. Flynn, School Board Administrative Assistant; Ms. Lynn Baddeley, School District Clerk; Gordon Graham, Attorney for the District.

Mrs. Laura Rothhaus, Campbell High School Assistant Principal; Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Martin ("Bo") Schlichter, Griffin Memorial School Principal.

Ballot clerks: Mrs. Trisha Regan, Mrs. Joan McKibben, Bertha Mieskowski

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. John York, School Board Chair. Mr. York introduced School Board members, SAU staff, and attorney.

Mr. Regan introduced Mr. Phil Reed, the Vice Moderator, and reviewed the Moderator's rules and protocol for this Special Deliberative Session according to state law. He noted that the purpose for the Special Meeting is for explanation, discussion, debate and vote of warrant articles number 1 through number 6 to increase the FY12 school district budget as a result of the restoration of State Adequacy funding under RSA 198:41 and pursuant to the provisions of Chapter 211 of the 2011 Legislative Session. Voters may approve, disapprove or change any proposed increase; however, voters may not approve greater reductions, or reduce or rescind an appropriation not specified in the warrant, or act on any other business.

Mr. Regan informed voters that they were each handed a secret ballot and reminded voters that it is a violation of RSA 659:34 to vote twice or use another person's ballot. He noted that each voter can only use their own ballot to vote.

Mr. Regan announced that petitions for secret ballots for Articles 1-6 were submitted prior to the meeting. A secret ballot vote will be taken for each article.

Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.

Leon Barry, 17 Cutler Road, made a motion to use a box placed on the stage for voters to deposit their secret ballots instead of collection by ballot boxes. The motion was seconded.

Penny Shupe, 8 McQuesten Circle, asked Mr. Barry for justification for his motion.

Mr. Barry commented that each ballot is put into the box by the voter and not handed to another person.

Mrs. Shupe commented that it is not necessary to go to such lengths as those in attendance are trustworthy.

Mr. Regan explained that the ballots would be collected in a wooden box affixed to a pole in which voters deposit their ballots.

There was no further discussion on the motion.

The motion failed by majority voice vote.

As is customary, Mr. Regan asked voters if they were in favor of allowing non-voters and employees of the school district who were in attendance to comment during the meeting.

The majority was in favor of allowing non-voters and/or employees of the district to comment during deliberative session by voice vote.

Mr. Regan read Article 1 and indicated that Mr. York would speak to the article.

ARTICLE 1

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Two Hundred Seven Thousand, Four Hundred Three dollars (\$207,403) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for Direct Instructional Support funds as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

Mr. York commented that Article 1 is requesting restoration of \$207,403 for Direct Instructional Support, which includes:

- | | |
|-----------------------------------|-----------|
| • GMS 2 Program Paraprofessionals | \$ 27,466 |
| • LMS 1 Special Education Teacher | \$ 55,599 |
| • CHS 1 English Teacher | \$ 42,931 |
| • CHS Library Monitor | \$ 10,210 |

- CHS 3 Program Paraprofessionals \$ 48,437
- Director of Curriculum & Instruction
 (Increase to 80% position) \$ 10,545
- District-wide ESOL Tutor \$ 12,215

Mr. York indicated that the justifications for the requested positions are as follows:

- GMS paraprofessionals provide direct instruction to students in the classroom;
- The LMS Special Education teacher is necessary to maintain current levels of student support;
- The CHS English teacher is necessary to restore sufficient elective English courses to meet student demand and reduce senior class sizes;
- The CHS Library monitor is necessary to provide student services and restore the library to the 2010-11 level of hours;
- CHS paraprofessionals provide needed classroom assistance, as well as staff the student support center and homework club;
- The Director of Curriculum's hours would meet the Board's goal to improve academic performance, specifically in math, as well as support teacher training and staff development;
- The ESOL tutor is required to support new students with no English language ability who have moved into the District.

Mr. Regan opened the floor for discussion of Article 1.

The Moderator instructed voters to use yellow ballot #14 to vote yes or no on Article 1.

Mark Briggs, 7 Mulberry Lane, queried why the Moderator was complicating the ballot.

Mr. Regan commented that similar yellow ballots were used at the last Deliberative Session and someone could bring in a ballot slip from last year.

Article #1 = Ballot #14 Yes: 199 No: 47

Article 1 was approved as written.

Mr. Regan read Article 2 and indicated that Mr. York would speak to the article.

ARTICLE 2

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Eighty-Eight Thousand, Nine Hundred dollars (\$88,900) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for Operating Costs as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

Mr. York indicated that Article 2 is requesting restoration of \$88,900 for Operating Cost, which includes:

- GMS Nurse – Add 2 Days \$ 666
- GMS Guidance – Add 5 Days \$ 1,698

• LMS Receptionist	\$ 12,674
• LMS Nurse – Add 2 Days	\$ 722
• LMS Guidance – Add 10 Days	\$ 3,871
• CHS Receptionist	\$ 14,776
• CHS Nurse – Add 2 Days	\$ 541
• CHS Librarian – Add 5 Days	\$ 1,952
• Fuel Oil	\$ 24,000
• Propane	\$ 28,000

Mr. York indicated that the justifications for the requested positions are as follows:

- Nurses' extra days are necessary to prevent delay in providing administrative nursing services including new registrations, new student immunization/health records, student physicals, transferring student records, and 504 planning assistance;
- Guidance extra days are necessary for 504 plan management, parent meetings, and reviewing student schedules;
- The CHS Librarian extra days are necessary for the required end of year inventory, as well as to keep the library open and accessible to students during the entire school year;
- The LMS receptionist is necessary to provide support to school office staff, administration, parents, and students;
- The CHS receptionist is necessary to provide support to students, staff and the public, and to administer daily attendance and building usage;
- Fuel oil increase is necessary to pay for the budgeted usage at contracted costs (oil contracted at \$3.125/gallon and budgeted at \$2.477/gallon);
- Propane increase is necessary to pay for the budgeted usage at contracted costs (propane contracted at \$2.129/gallon and budgeted at \$1.60/gallon).

Mr. Regan opened the floor for discussion of Article 2.

Leon Barry, 17 Cutler Road, asked for an explanation of 504 plan management.

Dr. Cutler explained that a 504 plan consists of accommodations in a student's education plan to help them be successful. She indicated that these students are not special education students, but do have an education plan (i.e. hearing accommodations, allergy accommodations). Dr. Cutler noted that teams meet with the students' parents and update the plans.

Mr. Barry queried if the additional days requested are based on what was budgeted last year.

Dr. Cutler indicated that currently there are no extra days budgeted for nurses, librarians, or guidance. She explained that the number of extra days being requested is half the number budgeted in the prior year. Dr. Cutler commented that without the extra days for administrative work and preparation, this work must be done during the year and will impact student services.

Tim Finnegan, 147 Talent Road, commented that Article 1 is student oriented and Article 2 is staff oriented. He remarked that these positions were not needed in March and are currently not needed.

Sue Seabrook, 18 Bear Run Drive, indicated that she is a nurse at GMS. She explained that without those extra days there is no time to prepare for the school year. Mrs. Seabrook

commented that the administrative work would have to be done when school begins and would impact services to students.

Leon Barry, 17 Cutler Road, asked for explanation of the receptionists' roles.

Mr. York indicated that these positions provide administrative support for the LMS and CHS main offices. He commented that with the loss of \$2M, the Board had to make difficult reductions, but these positions are necessary for the daily operation of the schools.

Mike Falzone, 5 Harvest Way, queried if the requested cost for propane and oil are based on shortfall.

Mr. York commented that the Board reduced the number on those budget line items.

Penny Shupe, 8 McQuesten Circle, queried if Article 2 fails what will happen to the money allocated for oil and propane. She asked how the District would cover the difference.

Mr. York indicated that if Article 2 fails, the money for oil and propane will be paid out of other sources in the current budget.

Mrs. Shupe questioned if that would have an impact on direct instruction or student learning.

Mr. York commented that the budget is currently very lean.

Tim Finnegan, 147 Talent Road, commented that Dr. Cutler state the District cut \$2M out of the current budget. He indicated that is not the case. Mr. Finnegan stated that \$1M was cut because the budget is \$1M lower than the previous year. He remarked that he was surprised that the Board approved \$150,000 for the CHS track instead of funding fuel to heat the schools.

Mr. Miller commented that he was the one who made the motion to repair the track. He indicated that the Board encumbered money out of FY11 year end funds for the track. Mr. Miller noted that money cannot be carried over from the previous year to be allocated for oil and propane.

Loren Jean, 25 Charles Bancroft Highway, queried about the extra days requested for nurses, librarians, and guidance.

Mr. Guerrette commented that the right thing to do was allow the townspeople to speak to the articles. He commented that it gives the people the ability to tell the Board what you want. Mr. Guerrette indicated the extra days for these positions are during the summer and students are not without services during the school year.

Mr. York responded that the administrative work and preparation these positions perform are necessary. He commented that the work they perform will be done during the school year and will impact services that your students receive.

Tim Wade, 11 Bear Run Drive, called the question.

Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Warrant Article 1. The motion was seconded. The motion passed by majority voice vote.

The Moderator instructed voters to use Ballot #1 to vote yes or no on Article 2.

Ballot #1 = Article 2 Yes: 188 No: 58

Article 2 was approved as written.

Mr. Regan read Article 3 and indicated that Mr. York would speak to the article.

ARTICLE 3

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Thirty Thousand, Six Hundred Seventy-Five dollars (\$30,675) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding a part time, school year Assistant Principal at Griffin Memorial School as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

Mr. York noted that Article 3 is requesting restoration \$30,675 for a part time Assistant Principal at GMS. Mr. York indicated that this will be a part time, school year position consisting of 20 hours/week for 10 months. He commented that there are currently 507 students enrolled at GMS and the state requires an assistant principal for student enrollment of 500 or more. Mr. York explained that the assistant principal is responsible for administration in absence of the principal as well as building operations and other important administrative duties.

Mr. Regan opened the floor for discussion of Article 3.

Sue Seabrook, 18 Bear Run Drive, asked Mr. Schlichter to speak to the need of the Assistant Principal position.

Mr. Schlichter explained that the community has come to expect a certain level of service from the schools. He indicated that daily operations of the school are run more smoothly with an assistant principal. An assistant principal provides a better response to parents and community. Mr. Schlichter indicated that without the assistant principal he is busy with operational responsibilities and unable to visit classrooms and meet with staff. Mr. Schlichter commented that the assistant principal was also responsible for attending special education meetings, which will be impacted with the loss of the position.

Tim Finnegan, 147 Talent Road, queried if the enrollment falls below 500 students next year, will the position be eliminated?

Mr. York indicated that the Board has not yet had that discussion. He commented that the Board will review the matter and discuss it with the Budget Committee. Mr. York noted that a response will be brought to the citizens at the February Deliberative Session.

Leon Barry, 17 Cutler Road, queried enrollment numbers for next year.

Mr. York indicated that the Board does not know how many students will be enrolled next year.

Mr. Barry commented that the position is a 10 month, part time position. He queried what would happen at the end of the ten months.

Mr. York commented that the Board would discuss it in June and may include the position in the next budget.

Mr. Barry queried if the position would be part time for the following year as well.

Mr. York commented that no commitment for that position for the following has been made at this time.

Mr. Barry uttered that the Board was being deceitful.

James Mavrogeorge, 16 Cutler Road, queried how many students are kindergarten students? He queried if they are counted as a half student. He asked what would happen if the position were not filled.

Mr. York indicated that the District should not have any trouble filling the position. He noted there are many professional retirees who may be interested in the position. Mr. York commented that there are 64 students currently enrolled in kindergarten, and although they attend half the day, they are counted as whole students.

Mr. Mavrogeorge commented that there are not over 500 students at GMS each day.

Mr. York affirmed that there are 504 students at GMS each day.

Penny Shupe, 8 McQuesten Circle, wanted to know the length of time the criteria for the ratio for administrator to students has been in NH and how often it is updated.

Lynne Ober, State Representative, responded that the criteria for such recommendations are reviewed on a yearly basis and revised or updated if necessary.

Hearing no further discussion the Moderator instructed voters to use Ballot #6 to vote yes or no on Article 3.

Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Warrant Article 2. The motion was seconded. The motion passed by majority voice vote.

Ballot #6 = Article 3 Yes: 190 No: 50

Article 3 was approved as written.

Mr. Regan read Article 4 and indicated that Mr. York would speak to the article.

ARTICLE 4

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of One Hundred Five Thousand, Seven Hundred Forty-Two dollars (\$105,742) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding Custodial Staff as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

Mr. York read Article 4, which is requesting restoration of \$105,742 for custodial staff, which includes:

- 1 Full Time Custodian at GMS
- 1 Full Time Custodian at LMS
- 1 Part Time Custodian at CHS (half time to full time)

Mr. York indicated that these positions are required to maintain the buildings' cleanliness and maintenance per the School Board approved District Maintenance Plan.

Mr. Regan opened the floor for discussion of Article 4.

David Cook, 18 Cutler Road, queried if the salaries presented included benefits.

Mr. York responded that the salaries include benefits.

Mr. Cook queried why salaries were not the same between schools.

Mr. York indicated that the salary costs were based on what was budgeted the previous year with a 1% adjustment for non-union employees, which was approved by voters in March

Sue Seabrook, 18 Bear Run Drive, commented that GMS is old building and has had air quality issues in the past. She noted that GMS has always had three custodians, but has been reduced to two custodians. Mrs. Seabrook commented that the school is not as clean as it had been and the custodians are inundated

A Community member residing at 14 Cutler Road queried how many custodians are on each shift at each school.

Mr. York indicated that:

- At GMS: there are two full time custodians for the each shift;
- At LMS: one full time and one part time custodian on each shift;
- At CHS: one full time and one part time custodian on the day shift; two full time and one part time custodian on the night shift.

Mr. York commented that GMS and LMS will be fully staff according to the custodial plan. He noted that CHS will be less one custodian.

Richard Lasalles, 236 Charles Bancroft Highway, commented that one measure of spirit of the school system is the sports program. He noted that last year CHS won four state championships: Girls Soccer, Girls Basketball, Girls Softball and Boys Baseball. He expressed his pride in the athletics program and noted that the community should be proud as well.

Tim Finnegan, 147 Talent Road, expressed gratitude to the School Board for all their efforts. He acknowledged that the Board sometimes has to make hard choices and that it is difficult to please everyone.

Ralph Boehm, 6 Gibson Drive, commented that just a few weeks ago the proposed budget increase was over \$900,000. He commended the School Board for reducing the proposed increases to just over \$444,000.

Hearing no further discussion, the Moderator instructed voters to use Ballot #11 to vote yes or no on Article 4.

Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Warrant Article 3. The motion was seconded. The motion passed by majority voice vote.

Ballot #11 = Article #4

Yes: 184

No: 59

Article 4 was approved as written.

Mr. Regan read Article 5 and indicated that Mr. York would speak to the article.

ARTICLE 5

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Six Thousand, Six Hundred Eight dollars (\$6,608) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding administrative costs for Adult Education as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

Mr. York asked Mr. Miller to speak to the article.

Article 5 is requesting restoration of \$6,608 for Adult Education administrative costs. Mr. Miller explained that the program has been successful for the last three years and services Litchfield with a variety of programs. The program has gained popularity. He indicated that the program is operated as a lifelong learning service to the community. Mr. Miller explained that the majority of the cost of the program is offset by fees paid by residents who take the classes. The cost includes the director's salary and costs to advertise the program. Mr. Miller commented that the reason the Board brought this forward is because we embarked on a discussion of goals. One of our goals is to increase community awareness and involvement in the schools. Adult education is one way to accomplish this goal. Mr. Miller noted that people that take the classes can walk through the halls and see products of student work, awards,

trophies, and state championships. He indicated that this is an opportunity for people to come into the school and learn about something of interest.

Mr. Regan opened the floor for discussion of Article 5.

Tim Finnegan, 147 Talent Road, expressed disagreement with the article. He commented that taxpayers do not have to spend \$6000 to entice people to walk into the high school. Mr. Finnegan remarked that this is not a requirement for public education. He stated that the taxpayers do not have any obligation to pay people to come into the school or to subsidize people with this program by forced taxation.

Mr. Miller commented that the goal was to make the program self-supportive. He indicated that this is the last chance to see if the program can become self-sustaining. Mr. Miller noted that if the program does not become self-sustaining, the Board will have a discussion regarding elimination of the program.

Phil Reed, 7 Forest Lane, stated that historically school real estate is among the most inefficiently used facilities in existence. He commented that there are many that argue students should attend schools all year. Mr. Reed expressed support for continuing the Adult Education program. He indicated that the program takes time to build to capacity. Mr. Reed believes it is worth the investment to make the program viable and increase the use of our facilities. He commented that it is an excellent program and worth a small investment to see it through.

Ellen Chasse, 1 Whittemore Drive, commented that the townspeople fought for CHS. She indicated that education does not stop at graduation. Mrs. Chasse commented that adult education courses offer an opportunity to meet others. She noted that the schools are important to the community. Mrs. Chasse commented that the program offers a variety of classes and builds the community. She noted that by supporting the program students see that we care about education.

Laura Gandia 3 Chamberlin Drive, queried why the program is not 100% self-funded.

Mr. Miller responded that the participation level had not risen to a level that was self-sustaining. He asked Mrs. Rothhaus, CHS Assistant Principal, to speak to provide some background of the program.

Mrs. Rothhaus noted that she is the director of Adult Education. She commented that the program generates approximately \$3,000 per session. She indicated that three sessions have been held the last two years. Approximately 122 people participated last year. Mrs. Rothhaus indicated that the amount in the article is the cost to run the program and to advertise (mailings).

Robin Corbeil, 4 Nesmith Court, commented that the program is outstanding. She indicated that the teachers are involved with the program because they love what they do.

Hearing no further discussion, the Moderator instructed voters to use ballot #18 to vote yes or no on Article 5.

Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Warrant Article 4. The motion was seconded. The motion passed by majority voice vote.

Ballot #18 = Article 5

Yes: 174

No: 47

Article 5 was approved as written.

Mr. Regan read Article 6 and indicated that Mr. York would speak to the article.

ARTICLE 6

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Five Thousand dollars (\$5,000) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding Co-Curricular activities as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

Mr. York indicated that Article 6 is requesting \$5,000 to be added to Co-Curricular Activities for CHS Robotics. Mr. York explained that the Robotics team involves and interests students in STEM (Science, Technology, Engineering, and Math) careers. The request would cover part of the program costs, as the remainder will be obtained through fundraising and grants. Mr. York commented that he brought the article forward and believes the expense is justified. He noted that much more is spent on athletics than on co-curricular programs. Mr. York indicated that very few programs are offered for our higher performing students. He explained that the first year the program was funded by the physics teacher at the high school. Last year, the program was funded by grants, donations and fundraising. Mr. York commented that the robotics program is worth funding.

Ralph Boehm, 6 Gibson Drive, commented that he has attended the FIRST Robotics competition at the Verizon Center for the past two years. He queried if the high school has someone that can run the program.

Mr. York indicated that the recently hired physics teacher has expressed interest to run the program. He noted that the physics teacher has run a similar program in California.

Andrew Brenner, 1 Glenwood Drive, commented that as an engineer he was able to convince fellow engineers to support the program. He indicated that the program is a great opportunity for students to work with engineers. Mr. Brenner commented that the program only runs from January to March during which we have six weeks to build a robot that is ready for competition. He indicated that the program consists of engineering, marketing, business, and mechanical.

A student commented that she has participated on the team for two years. She noted that it is an amazing program. She indicated that it is great opportunity to make friends. She commented that students who participate in the program are 50% more likely to have a job in their first year of college. She indicated that the program provides students who are interested in engineering hands on experience. She commented that colleges are very generous with scholarships for students who participate in the program.

Mark Briggs, 7 Mulberry Lane, commented that his son is on the middle school team. He indicated that the students build robots from scratch. Mr. Briggs commented that the program provides students a good outlook for career choices and scholarships from colleges.

Tim Finnegan, 147 Talent Road, commented that he supports what FIRST represents. He expressed concern that the District could not find money in the budget to fund the program. Mr. Finnegan believes that the Board cut the funding for the Robotics program from the budget.

Mr. Miller responded that the Board sets the co-curricular budget and the voters approve the amount. The co-curricular stipends are set by the teachers' contract. He explained that the building principal determines which activities are funded. Mr. Miller indicated that the programs that generate the most interest are funded. He commented that the first year of the program was funded by the physics teacher who won a monetary award. He explained that the teacher has moved on. Mr. Miller commented that Board members discussed it and decided to bring the proposal forward.

John York, 28 Bear Run Drive, made a motion to amend Article 6 to read as follows:

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Ten Thousand dollars (\$10,000) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding Co-Curricular activities as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

The motion was seconded.

The Moderator opened the floor to discussion.

John York, 28 Bear Run Drive, commented that FIRST Robotics is a worthwhile program for the students at CHS.

Ralph Boehm, 6 Gibson Drive, commented that part of the program is marketing and fundraising. He queried if increasing our funding impacts what students need to do as part of the project.

Mr. York responded that the increased funding does not impact the program criteria.

Zach Waggoner, 11 Broadview Drive, commented that he has been on the team for two years. He indicated that his desire was to become an engineer and the program helped him decide the type of engineer he should become. Mr. Waggoner commented that it is an excellent program with the opportunity for scholarships. He indicated that the team has been able to participate in limited fundraising. The team is still in need of resources (i.e. tools).

Sue Seabrook, 18 Bear Run Drive, commented that her youngest son participated in FIRST Robotics and today he is engineer. She noted that there are scholarships available for those students. Mrs. Seabrook believes the program is worthwhile.

Alan Mullen, 1 Whidden Lane, commented that fundraising is limited and not a reliable source of revenue. He indicated that the team may need more funding as they get further along.

Andrew Brenner, 1 Glenwood Drive, commented that the first time students try to make a robot it is not an easy task. He explained that the team was challenged last year because the robot's modulation was not controllable and could not react to the situation in time. Mr. Brenner indicated that the team was invited to a final round. He commented that the robots are impressive. He noted that funding needed is difficult to calculate because something unexpected could happen. Mr. Brenner indicated that last year the team burned through all the circuit boards on the robot.

Tim Finnegan, 147 Talent Road, commented that the article does not mention anything about FIRST Robotics or STEM. He indicated that it only reflects an increase for co-curricular activities. Mr. Finnegan remarked that we were told the principal made the decision not to fund FIRST. He asked that all comments about FIRST be stricken from the record.

Mr. York indicated that if Article 6 is approved, the money will be placed in the co-curricular activities account and administered to FIRST Robotics by the principal. He affirmed that no funds were budgeted for FIRST Robotics for the past two years. Mr. York stated that Board members are comfortable that if the article is approved the principal will carry out the wishes of the Board.

Cindy Couture, 41 Stark Lane, commented that all the articles have been worded appropriately and the justifications have been included. She indicated that all the articles have similar language and so far each article has been approved.

The amendment carried by majority voice vote.

Tim Finnegan, 147 Talent Road, made a motion to amend Warrant Article 6 by removing the wording "co-curricular activities" and inserting "FIRST Robotics". The motion was seconded.

Attorney Gordon Graham suggested that the wording "specifically for FIRST Robotics" be inserted after "co-curricular activities" and no wording be removed from the article.

Tim Finnegan, 147 Talent Road, withdrew the amendment.

Tim Finnegan, 147 Talent Road, made a motion to amend Warrant Article 6 to reflect the following:

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Ten Thousand dollars (\$10,000) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding Co-Curricular activities, specifically the CHS FIRST Robotics program, as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

Mr. York explained that because of the ramifications of the "no means no" law, specific language was used. He indicated that if the article were worded to fund a specific program and failed, the District would not be able to use any revenue (donations, grants, fundraising) received to run that specific program.

Mr. Guerrette commented that Mr. Finnegan is trying to ensure that the money is not allocated to any other line item. He indicated that this community supports FIRST and wants it to be funded.

The amendment carried by majority voice vote.

Dennis Miller, 37 Wren Street, made a motion to call the question. The motion was seconded. The motion carried by majority voice vote.

Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Warrant Article 5. The motion was seconded. The motion carried by majority voice vote.

The Moderator instructed voters to use ballot #22 to vote yes or no on Article 6.

Ballot #22 = Article 6

Yes: 181

No: 19

Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Warrant Article 6. The motion was seconded. The motion carried by majority voice vote.

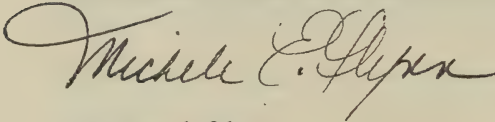
The Moderator thanked all who attended and accepted a motion to adjourn at 9:10 p.m. The motion was seconded. The motion carried unanimously by voice vote.

A true record of the Litchfield School District Special Meeting Deliberative Session,

Prepared by:

Michele E. Flynn

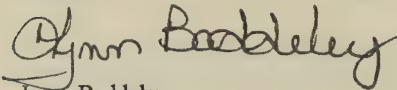
Administrative Assistant to the Litchfield School Board



A true record of the

Litchfield School District Special Meeting Deliberative Session

Attest:



Lynn Baddeley
School District Clerk

Submitted: September 23, 2011

**LITCHFIELD SCHOOL DISTRICT SPECIAL MEETING
VOTING RESULTS
SEPTEMBER 21, 2011
The State of New Hampshire**

Warrant Articles

ARTICLE 1

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Two Hundred Seven Thousand, Four Hundred Three dollars (\$207,403) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for Direct Instructional Support funds as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

**Article Passed - Yes: 199
No: 47**

ARTICLE 2

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Eighty-Eight Thousand, Nine Hundred dollars (\$88,900) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for Operating Costs as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

**Article Passed - Yes: 188
No: 58**

ARTICLE 3

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Thirty Thousand, Six Hundred Seventy-Five dollars (\$30,675) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding a part time, school year Assistant Principal at Griffin Memorial School as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

**Article Passed - Yes: 190
No: 60**

ARTICLE 4

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of One Hundred Five Thousand, Seven Hundred Forty-Two dollars (\$105,742) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding Custodial Staff as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

Article Passed – Yes: 184

No: 59

ARTICLE 5

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Six Thousand, Six Hundred Eight dollars (\$6,608) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding administrative costs for Adult Education as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

Article Passed – Yes: 174

No: 47

ARTICLE 6

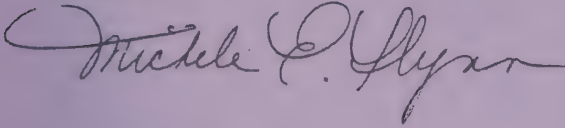
(as amended at Deliberative Session)

Shall the voters of the Litchfield School District vote, pursuant to the provisions of Chapter 211 of the 2011 Legislative Session, to raise and appropriate the sum of Five Thousand dollars (\$10,000) to be added to the FY12 operating budget approved at the District's annual meeting in March 2011 for the purpose of funding Co-Curricular activities, specifically the CHS FIRST Robotics program, as a result of the Two Million, One Hundred Forty-Four Thousand, Four Hundred Twenty-Three dollars (\$2,144,423) increase in State revenue the District will receive over the amount of revenue the district anticipated at the time of the 2011 annual meeting due to changes to State adequacy funding under RSA 198:41?

Article Passed – Yes: 181

No: 19

**A true report of the 2011 Litchfield School District Special Meeting voting results,
prepared by:**

A handwritten signature in cursive script, reading "Michele E. Flynn".

Michele E. Flynn
School Board Administrative Assistant

A true report of the 2011 Litchfield School District Special Meeting voting results, attest:

A handwritten signature in cursive script, reading "Lynn Baddeley".

Lynn Baddeley
School District Clerk

Submitted: September 23, 2011

2012 LITCHFIELD SCHOOL DISTRICT WARRANT STATE OF NEW HAMPSHIRE

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, February 4, 2012, at 2:00 o'clock in the afternoon for explanation, discussion, and debate of warrant articles number 1 through number 7. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, and (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended.

SECOND SESSION OF ANNUAL MEETING (VOTING)

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 13, 2012, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ARTICLE A

To elect by ballot the following School District Officers:

School Board Member
School Board Member

3-Year Term
3-Year Term

ARTICLE 1

(as amended at Deliberative Session 2-4-12)

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Eight Hundred Forty-Two Thousand, Six Hundred Ninety-Four dollars (\$20,842,694)? Should this article be defeated, the default budget shall be Twenty Million, Seven Hundred Thirty-Eight Thousand, Three Hundred Fifteen dollars (\$20,738,315), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

*Not Recommended by the School Board
(0-3-2)*

*Recommended by the Budget Committee
(5-2-0)*

ARTICLE 2

Shall the Litchfield School District vote to raise and appropriate the sum of Forty Thousand, Four Hundred Ninety-Two dollars (\$40,492), which represents salary and benefit costs for a 1% cost-of-living adjustment pool for non-union positions? These positions include: administrators, administrative assistants, building/grounds staff, Certified Occupational Therapy Assistant, custodial staff, food service staff, monitors, paraprofessionals, psychologists, School Administrative Unit staff, site facility managers, social worker, tutors, and elected officials (other than School Board members). The final distribution of this pool will be made by the School Board.

*Not Recommended by the School Board
because of a tied vote (2-2-1)*

*Not Recommended by the Budget Committee
(3-4-1)*

ARTICLE 3

Shall the Litchfield School District vote to raise and appropriate the sum of Six Thousand, Four Hundred Fifteen dollars (\$6,415) for the purpose of funding salaries, benefits, and supplies for grade level teaching and paraprofessional positions for the Summer Reading Program at Griffin Memorial School for grades 2 to 3 and grades 3 to 4 previously funded through a federal grant?

*Recommended by the School Board
(5-0-0)*

*Recommended by the Budget Committee
(6-1-0)*

ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Five Thousand, Eight Hundred Thirty-Six dollars (\$25,836) for the purpose of funding salary, benefits, professional development, and supplies for a part-time, school year Reading Specialist at Campbell High School previously included in the operating budget?

*Recommended by the School Board
(5-0-0)*

*Not Recommended by the Budget Committee
because of a tied vote (4-4-0)*

ARTICLE 5

Shall the Litchfield School District vote to raise and appropriate the sum of Thirty-Three Thousand, Seven Hundred Ninety-Nine dollars (\$33,799) [to be added to the \$32,000 already included in the operating budget], for the purpose of funding the salary and benefit costs to convert the Athletic Trainer services at Campbell High School from a contracted service, which is included in the operating budget, to a full-time district employee?

Recommended by the School Board
(3-2-0)

Not Recommended by the Budget Committee
(1-7-0)

ARTICLE 6

Do you favor offering the Campbell High School Wrestling program as part of the athletics budget paid for by the taxpayer? The Wrestling program is currently included in the operating budget as a self-funded program, in the amount of Nine Thousand, Eight Hundred Twenty-Five dollars (\$9,825)? If this article fails, CHS Wrestling will continue to be offered as a self-funded program with all program costs offset by revenues.

Recommended by the School Board
(3-2-0)

Not Recommended by the Budget Committee
(2-5-0)

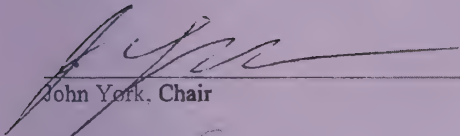
ARTICLE 7 (Petitioned Article)

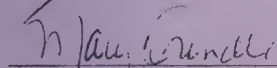
Shall Litchfield, NH adopt the provisions of RSA 40:14-b to delegate the determination of the default budget to the municipal budget committee which has been adopted under RSA 32:14?

Three-fifths (3/5) ballot vote required.

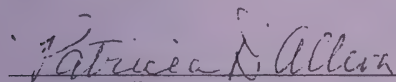
Not Recommended by the School Board
(2-3-0)

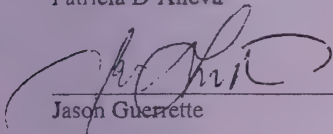
GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 25th DAY
OF JANUARY 2012.


John York, Chair


Mary Prindle, Vice Chair

Dennis Miller


Patricia D'Alleva


Jason Guerrette

Litchfield School Board

Petition Warrant Article

Shall we adopt the provisions of RSA 40:14-b to delegate the determination of the Litchfield School District default budget to the municipal budget committee which has been adopted under RSA 32:14?

Print Name

Signature

Address

1. Nicholas D'Alleva

Nicholas D'Alleva

15 CUTLER RD. LITCHFIELD NH

2. Patricia D'Alleva

Patricia D'Alleva

15 CUTLER RD.

3. Brenda D'Alleva

Brenda D'Alleva

15 CUTLER RD

4. STEVE CATMAN

Steve Catman

16 CUTLER RD

5. Jo-Ann Catman

Jo-Ann Catman

16 CUTLER RD

6. GREG MAVROGEORGIS

Greg Mavrogeorgis

16 CUTLER RD

7. Lynne A. Mason

Lynne A Mason

13 CUTLER RD

8. Elizabeth Mason

Elizabeth Mason

13 CUTLER RD.

9. Ben Mason

Ben Mason

13 CUTLER RD.

10. BOB MASLANKA

Robert Maslanka

14 CUTLER RD

11. IRENE MASLANKA

Irene Maslanka

14 CUTLER RD.

12. JAMES H. MAVROGEORGIS

James H. Mavrogeorgis

16A CUTLER RD

13. SUSAN M. MAVROGEORGIS

Susan Mavrogeorgis

16A CUTLER RD.

14. MATTHEW E MASON

Matthew E Mason

13 CUTLER RD

15. Rebecca L Mason

Rebecca L Mason

13 CUTLER RD

16. Geoff Lambert

Geoff Lambert

3 Lydston Lane

17. Rhonda Lambert

Rhonda Lambert

3 Lydston Lane

18. JOAN FULTON

Joan Fulton

1 UNDERWOOD DR.

Petition Warrant Article

Shall we adopt the provisions of RSA 40:14-b to delegate the determination of the Litchfield School District default budget to the municipal budget committee which has been adopted under RSA 32:14?

Print Name _____

Chris Pascucci

12 Colonial de Litchfield NH

7022 FLARE

29 Greenway Rd

Final Disposal

CC-BY-NC-SA

Barman's Foodies

205 Charles F. Johnson, Jr. Hayfield

Margaret Pascucci

12 Colonial Drive Litchfield NH

Signature _____

1



11

[illegible]

10

Frank King

151 and W20000

SD-82

Petition Warrant Article

Shall we adopt the provisions of RSA 40:14-b to delegate the determination of the Uitchfield School District default budget to the municipal budget committee which has been adopted under RSA 32:14?

Print Name

Signature

Address

1. Jason Guenette
2. Keith Potter
3. Gerard Pascucci
4. John Pascucci
5. Horacio Guenette
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1. 11 Perry Ct
2. 8 Pinecrest Rd
3. 16 Dixon Dr.
4. 16 Dixon Dr.
5. 11 Perry Ct
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**LITCHFIELD SCHOOL DISTRICT
DELIBERATIVE SESSION
February 4, 2012
The State of New Hampshire**

Time, Place: The meeting was called to order at 2:00 p.m. in the Campbell High School Auditorium.

Present: Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. John York, Chair; Mrs. Mary Prindle, Vice Chair; Mr. Dennis Miller, Mr. Jason Guerrette; and Mrs. Patricia D'Alleva.

Dr. Elaine Cutler, Superintendent of Schools; Mr. Stephen Martin, Business Administrator; Mr. Kyle Hancock, Director of IT; Michele E. Flynn, School Board Administrative Assistant; Ms. Lynn Baddeley, School District Clerk; Gordon Graham, Attorney for the District.

Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Martin ("Bo") Schlichter, Griffin Memorial School Principal; Mrs. Laurie Rothhaus, Principal Elect, Campbell High School.

Budget Committee members: Mr. John Harte, Chair; Mr. Chris Pascucci; Mr. Mike Falzone; Mr. William Spencer; Mr. John Brunnell, (Selectmen's Representative).

Ballot clerks: Mrs. Trisha Regan, Mrs. Joan McKibben.

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. John York, School Board Chair. Mr. York introduced School Board members, SAU staff, and attorney.

Mr. Regan introduced Mr. John Harte, Chairman of the Budget Committee. Mr. Harte introduced Budget Committee members.

Mr. Regan announced that elections will be held on March 13, 2012 from 7:00 am – 7:00 pm at CHS.

Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.

As is customary, Mr. Regan asked voters if they were in favor of allowing non-voters and employees of the school district who were in attendance to comment during the meeting.

The majority was in favor of allowing non-voters and/or employees of the district to comment during deliberative session by voice vote.

Mr. Regan read Article A.

ARTICLE A.

To elect by ballot the following School District Officers:

<i>School Board Member</i>	<i>3-Year Term</i>
<i>School Board Member</i>	<i>3-Year Term</i>

The Moderator opened discussion of Article A.

Hearing no discussion, **Article A stands as written.**

Mr. Regan read Article 1 and indicated that Mr. York would speak to the article.

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Eight Hundred Nine Thousand, Six Hundred Ninety-Four dollars (\$20,809,694)? Should this article be defeated, the default budget shall be Twenty Million, Nine Hundred Thirty-Two Thousand, Four Hundred One dollars (\$20,932,401), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

This Article was not recommended by the School Board because of a tied vote (2-2-0) and recommended by the Budget Committee by a vote of 5-2-0.

Mr. York commented that the School Board and the Litchfield Education Association were not able to reach agreement on a new contract. He explained that the negotiation process began in November 2011 and an impasse was declared in January 2012. Mr. York indicated that there will be no CBA article on the Warrant.

Mr. York referred to the list of major changes impacting the FY13 Proposed General Fund Operating Budget, highlighting the following:

- Purchase of the 2 classroom kindergarten portable with Impact Fees;
- Middle School fire alarm replacement, which will be installed in phases.

Mr. York indicated that the major changes impacting the budget result in total increases in the amount of \$1,276,789.

Mr. York referred to the Budget Committee's recommended changes to the FY13 Proposed General Fund Operating Budget, highlighting the following additions:

- Addition of SAU Actuarial Services;
- Addition for LMS Parking Lot Sealing & Striping.

Mr. York indicated that the Budget Committee's changes to the budget resulted in a total decrease of \$586,331.

Mr. York summarized a comparison between the FY13 School Board Recommended Budget and the FY13 Budget Committee Recommended Budget:

- School Board Recommended Budget: \$21,396,025
- Budget Committee Recommended Budget: \$20,809,694.

Mr. York referred to the Object Account summary. He explained that object accounts are used to describe the services or commodities obtained as a result of the specific expenditure. Mr. York referred to the General Fund Object Account Summary comparison. He indicated that the years 2009-10 and 2012-13 were highlighted because they provide a level comparison. Mr. York mentioned that the total number of students is also included for each year in the summary.

Mr. York referred to the Location Account summary. He explained that location accounts are used to describe the physical location where the activity or cost is used or expensed (i.e. GMS or District-wide). Mr. York referred to the General Fund Location Summary comparison. He indicated that the years 2009-10 and 2012-13 were highlighted. He noted that there were notable changes in the District-wide location account due to special education tuition, special education transportation, special education administration, and special education services.

Mr. York referred to the Estimated 2012 Revenue Analysis. He explained that the analysis reflects local, state, and federal sources of revenue. Mr. York indicated that High School Impact fees were used this year to reduce the high school bond payment. He noted that Elementary Impact fees will be used next year to purchase the GMS two classroom portable. Mr. York mentioned that the analysis reflects a reduction of federal funds as well.

Mr. York referred to the Total Appropriations and Tax Rate slide. He explained that this information provides a general idea of where the money is coming from and how it compares to previous years. Mr. York indicated that the total school property tax (local and state) impact on the tax rate may result in an increase of \$559 on a \$240,000 home, or an increase of \$746 on a \$320,000 home if the budget and all warrant articles is approved by voters.

Mr. York referred to the FY13 Default Budget, which is required by SB2 towns and would become the approved budget if the proposed budget is not approved by voters. He explained that the default budget calculation is defined by law as:

- Base is the current year's appropriated budget (MS-22)
- Increased/decreased by any costs that are required by law (special education, 504 services, bargaining agreements, leases, etc.)
- Increased/decreased by any cost required to maintain existing level of services (step increases, but no COLA adjustment to non-CBA salaries, benefit cost changes, etc.)
- Reduced by one-time expenditures.

Mr. York indicated that the FY13 Default Budget total is \$20,932,401.

Mr. Guerrette commented that salary increases are not included in the school operating budget, but step increases are included. Mr. Martin and Dr. Cutler both confirmed that there are no step

or range increases included in the operating budget. Mr. Martin indicated that step increases are included in the default budget, but not in the operating budget.

Marsha Finnegan, 147 Talent Road, queried why the operating budget is lower than the default budget. Mr. York indicated that the default budget includes what is needed to run the district based on last year.

Mrs. Finnegan queried if the employee separation payment total is relative to employees who were laid off. Mr. York indicated that the employee separation payment is the total cost of the separation packages for seven employees who are leaving the district next year.

Cindy Couture, 41 Stark Lane, queried why the Budget Committee reduced special education tuition, services, and transportation. Mr. Harte commented that all reductions were based upon the current spending in special education. He indicated that the Budget Committee felt that the reductions were warranted based on historical spending.

Mrs. Couture queried if the Budget Committee considered that there are generally anticipated placements in special education. Mr. Harte indicated that the budget included the anticipated placements, but they are not confirmed commitments. He commented that typically the Budget Committee analyzes what is expended annually.

Mrs. Couture commented that there has recently been a judgment regarding under-identified special education students in Litchfield and new criteria will result in students being re-evaluated for services. She queried if the Budget Committee took this information into consideration. Mr. Spencer commented that the Budget Committee has done this each year and the budget is still under spent. He mentioned that he had prior knowledge of the special education issue and therefore a smaller reduction was taken.

Mr. York queried how Mr. Spencer could have had prior knowledge of the special education issue.

Mrs. Couture queried if the Budget Committee took into account that the District may see an influx of students based on the new criteria. Mr. Spencer indicated that the total special education budget is regularly underspent.

Mrs. Couture queried if the special education budget is currently underspent. Mr. Spencer indicated that he is not aware that the special education budget is currently underspent. He commented that rather than take the normal reduction, the Budget Committee took a lesser reduction.

Mrs. Couture asked if the School Board has any information regarding the special education budget. Mr. Miller responded that there is currently \$460 left in the special education budget for the remainder of the year.

Mr. Spencer asked for the ending balance of the special education budget and the remaining activity in special education accounts for the remainder of the year. Mr. Martin indicated that the ending balance is currently unknown; however, our expenditures are significantly ahead of this time last year.

Mr. Guerrette indicated that there is a \$100,000 Special Education Capital Reserve account.

Mr. York commented that Mr. Spencer did not receive any information about the special education situation at any Budget Committee meeting as this was non-public information. He queried about the source of Mr. Spencer's information. Mr. Spencer commented that he was not able to reveal his source, but stated that he took the information into account when making his proposal to take a lesser reduction.

Kathy Follis, 8 Mike Lane, commented that she heard a statement at a School Board meeting that special education funding was short at that time. Mr. York indicated that the capital reserve will be used if special education is overspent.

Mrs. Follis queried if there were further reduction in special education. Mr. York explained that the School Board asked for \$248,566 in special education tuition and the Budget Committee reduced it by \$120,000.

Mr. Spencer clarified that when reviewing the budget with the special education director and the Superintendent, we were informed that one of the out of district tuition placements did not exist at the original amount. He indicated that is the reason for the reduction of \$120,000.

Marsha Finnegan, 147 Talent Road, queried how many students were included in the \$248,000 request. Mr. York indicated that there was no set total number of students. The number varies according to the needs of the students. He commented that students that need services receive services.

Mrs. Finnegan queried about the addition of six paraprofessionals. Mr. York affirmed the six additional paraprofessionals and commented that is the total across the schools.

Mrs. Finnegan queried how the total special education tuition is calculated. Mr. York indicated that information is provided by the Director of Special Services.

Jeff Douglas, 49 Burgess Drive, made a motion to increase the FY13 general fund operating to \$20,813,194, an increase of \$3,500 for CHS wrestling transportation. The motion was seconded.

Mr. Regan asked for discussion on the motion.

Mr. Douglas commented that currently the CHS Wrestling team is self-funded. He explained that he is trying to get a portion of their budget funded in the operating budget to make it part of CHS athletics and to make the team less dependent on fundraising.

Chris Pascucci, 12 Colonial Drive, commented that this discussion is related to the proposed warrant article. He asked if the discussion could be tabled until that article is discussed.

Mr. Regan indicated that the motion will be discussed now as the budget article will be closed by that time.

Steve Callinan, 3 Augusta Way, commented that transportation fees are being requested because we are bound by the District to use the school buses to transport the students. Mr. Callinan

indicated that the District should pay that cost. He noted that wrestling has been in operation in Litchfield for more than three years and has gained much support.

Mr. York commented on the motion. He indicated that the funds for transportation are currently included in the operating budget. He noted that adding this money to the budget would be including it twice. Mr. York indicated that this is a revenue issue.

Jason Allen, 33 Chasebrook Circle, commented that in the budget it appears that transportation was moved to the self-funded account. He noted that it makes it appear there is no money from the taxpayers to fund transportation. Mr. Allen requested moving it into the operating budget so taxpayers will help provide funding.

Mr. York explained that transportation is included in the budget. He commented that the issue is identifying the revenue source.

Mr. Callinan wanted to clarify that if the money is in the budget, does there have to be revenue for the expenses. Mr. York commented in the affirmative.

Mr. Douglas rescinded the motion. The second was withdrawn.

Ralph Boehm, 6 Gibson Drive, commented that we are voting on the expenditures, not the revenue.

Betty Vaughn, 19 Stark Lane, queried what happens if the special education is overspent. Mr. York indicated that we will find the overage in another area of the budget or use the capital reserve fund.

Mrs. Vaughn queried if it is a federal mandate to fund special education for students. Mr. York indicated that if there is such cost that offsets the balance of the budget, the School Board would ask for an emergency appropriation in March.

Lynne Ober, State Representative, 3 Heritage Circle, Hudson, NH, commented that she and Dr. Cutler testified in Concord on Tuesday on a bill to allow school districts to hold 2.5% of their budget for unexpected expenses. She noted that one of the School Board members came to Concord to oppose the bill. She indicated that many members of the Senate Education Committee were favorable of the bill.

Cindy Couture, 41 Stark Lane, made a motion to increase the FY13 General Fund Operating budget to \$20,846,194 to increase special education services. The motion was seconded.

Mrs. Couture indicated that she made a motion to increase the budget by \$33,000 because she is concerned about what is ahead with special education.

Mr. Regan asked Mrs. Couture to clarify the total amount in her motion.

Mrs. Couture adjusted the motion to increase the budget to \$20,842,694.

Derek Barka, 8 Simeon Lane, asked for confirmation that the special education tuition total is not an estimate.

Dr. Cutler indicated when costing tuition for the budget, there is some projection and some identified students. She explained that the District is aware of some preschools that have special education children. Dr. Cutler clarified the news article mentioned by Mrs. Couture. She indicated that there was a complaint, but no court case or judgment. She explained that the checklist that was being used in evaluations was deemed too restrictive. Dr. Cutler indicated that the checklist has been revised and no penalties or money were involved. She noted that the District is in the process of using a consultant to re-evaluate student files that were found ineligible. She commented that there is a possibility that more children may need services, but we have to wait until the evaluation is completed. Dr. Cutler noted that we can't tie every dollar to every child because children change and grow, and events happen that could necessitate services. She agreed with Mr. Spencer that historically the District returns more special education funds to the town.

Mr. Barka commented that the District has always returned special education money.

Mr. Guerrette commented that the Board decides what to return to the town. He noted that revising the checklist is a positive step.

Mr. Spencer commented that the Budget Committee reduced the special education tuition budget based on historical under spend record. He explained that \$220,000 was proposed and we took 85% of that total. Mr. Spencer indicated that this year the budget is \$160,000.

Ralph Boehm, 6 Gibson Drive, queried the how much of the total funds returned last year was special education. Mr. York commented that of the \$773,000 returned, \$320,000 was from special education.

William Barrett, 53 Pilgrim Drive, commented that he supports Mrs. Couture's motion. He indicated that historically we return money to the town and he believes that an influx of special education students will result from the re-evaluation.

Kathy Follis, 8 Mike Lane, thanked Mr. Spencer for his clarification. She queried if students have been denied services because of the checklist that was previously used to evaluate students.

Dr. Cutler commented that she cannot say if more students have or have not been identified. She noted even if a youngster was not coded they would still receive additional assistance. Dr. Cutler expressed confidence that we have good services in place at all schools for all students.

Penny Shupe, 8 McQuestin Circle, queried the cost of the consultant for the special education evaluation. Mr. York commented that \$27,500 was encumbered to cover the cost of the consultant.

Mr. Spencer, 9 Cranberry Lane, made a motion to call the question. The motion was seconded.

The motion to increase the FY13 Operating budget to \$20,842,694 passed by show of hands.

Sue Seabrook, 18 Bear Run Drive, queried if the \$33,000 increase will be used specifically for special education services. Mr. York indicated that the \$33,000 is added to the budget bottom line.

There were no further amendments or discussion, **Article 1 stands as amended and will appear on the ballot as amended.**

Mr. Regan read Article 2 and indicated that Mr. York would speak to the article.

ARTICLE 2

Shall the Litchfield School District vote to raise and appropriate the sum of Forty Thousand, Four Hundred Ninety-Two dollars (\$40,492), which represents salary and benefit costs for a 1% cost-of-living adjustment pool for non-union positions? These positions include: administrators, administrative assistants, building/grounds staff, Certified Occupational Therapy Assistant, custodial staff, food service staff, monitors, paraprofessionals, psychologists, School Administrative Unit staff, site facility managers, social worker, tutors, and elected officials (other than School Board members). The final distribution of this pool will be made by the School Board.

This Article was not recommended by the School Board because of a tied vote (2-2-1) and was not recommended by the Budget Committee by a vote of 3-4-1.

Mr. York commented that the article requests approval for a 1% COLA salary increase pool for non-union staff.

Ralph Boehm, 6 Gibson Drive, commented that this is not a petition article and queried why it is on the Warrant if it does not have School Board approval.

Mr. York indicated that he School Board approved the article for inclusion in the Warrant, but did not recommend the article. He noted that some Board members believe the article should be on the Warrant for transparency.

There were no amendments or further discussion, **Article 2 stands as written and will appear on the ballot as written.**

Mr. Regan read Article 3 and indicated Mr. York would speak to the article.

ARTICLE 3

Shall the Litchfield School District vote to raise and appropriate the sum of Six Thousand, Four Hundred Fifteen dollars (\$6,415) for the purpose of funding salaries, benefits, and supplies for grade level teaching and paraprofessional positions for the Summer Reading Program at Griffin Memorial School for grades 2 to 3 and grades 3 to 4 previously funded through a federal grant?

This Article was recommended by the School Board by a vote of 5-0-0 and recommended by the Budget Committee by a vote of 6-1-0.

Mr. York commented that the article requests approval to reinstate a summer reading program for students moving to grades 3 and 4. He indicated that we currently have a summer reading program for students moving to grade 2. Mr. York commented that the program was previously funded by a federal grant that is no longer available.

Mr. Guerrette commented that it is clear GMS does well in Reading, which can be partially attributed to this program.

There were no amendments or further discussion, **Article 3 stands as written and will appear on the ballot as written.**

Mr. Miller made a motion to restrict reconsideration of Article 1. The motion was seconded. The motion passed by voice vote.

Mr. Miller made a motion to restrict reconsideration of Article 2. The motion was seconded. The motion passed by voice vote.

Mr. Miller made a motion to restrict reconsideration of Article 3. The motion was seconded. The motion passed by voice vote.

Mr. Regan announced that there would be a break for special announcements and recognitions.

Mr. York recognized former School Board member Cindy Couture for her work and years of service on the School Board. Mrs. Couture accepted her award, thanking the School Board and the community. She commented that it was a privilege to serve the school district and the community.

Mr. Harte recognized Dr. Cutler for her tenure in Litchfield. He commended her efforts and thanked her for her years of service. Dr. Cutler commented that preparing a budget is amazing work. She noted that she is astounded that community members spend hours putting it all together and receive no compensation. Dr. Cutler indicated that the Budget Committee members are respectful of the process and people coming before them. She commented that the mutual respect is most appreciated. She stated that she has enjoyed working with the Committee members and shared her gratitude for the support of the community. Dr. Cutler commented that we all care about the children and want them to have the best education.

Ralph Boehm, NH State Representative, spoke about a redistricting bill.

Phil Reed, 7 Forest Lane, commented that he had the opportunity of working periodically at CHS. He stated that he is always impressed with the beauty and physical condition of this building. Mr. Reed commended the building and grounds staff, and the students, for taking care of our building.

Mr. Miller mentioned that another District employee is retiring this year. He commended Principal Bo Schlichter and thanked him for his years of service on behalf of the School Board and the community.

Mr. York mentioned that Principal Bob Manseau is retiring. He commended Mr. Manseau for his service to the community and for his award as NH Principal of the Year.

Mr. Regan read Article 4 and indicated Mr. York would speak to the article.

ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Five Thousand, Eight Hundred Thirty-Six dollars (\$25,836) for the purpose of funding salary, benefits, professional development, and supplies for a part-time, school year Reading Specialist at Campbell High School previously included in the operating budget?

This Article was recommended by the School Board by a vote of 5-0-0 and not recommended by the Budget Committee by a vote of 4-4-0.

Mr. York commented that Article 4 is a request to reinstate a part time reading specialist at CHS. He explained that this position was removed in the current budget due to a reduction in adequacy aid. The position was not added back in September. Mr. York indicated that the School Board believes in continuing support for all students in reading.

Mr. Guerrette commented that he supported the article.

Betty Vaughn, 19 Stark Lane, expressed support for a reading specialist indicating her son's positive experience with a reading specialist.

There were no amendments or further discussion, **Article 4 stands as written and will appear on the ballot as written.**

Mr. Regan read Article 5 and indicated Mr. York would speak to the article.

ARTICLE 5

Shall the Litchfield School District vote to raise and appropriate the sum of Thirty-Three Thousand, Seven Hundred Ninety-Nine dollars (\$33,799) [to be added to the \$32,000 already included in the operating budget], for the purpose of funding the salary and benefit costs to convert the Athletic Trainer services at Campbell High School from a contracted service, which is included in the operating budget, to a full-time district employee?

This Article was recommended by the School Board by a vote of 3-2-0 and not recommended by the Budget Committee by a vote of 1-7-0.

Mr. Miller commented that this article is to convert contracted services for the high school athletic trainer to a district employee. He indicated that there is money in the budget to support the contracted services. He explained that the amount in the article will be added to what is already included in the budget. Mr. Miller indicated that the additional hours of the trainer services will be available to student athletes in the treatment of injuries, strengthening and rehabilitation.

William Barrett, 53 Pilgrim Drive, queried why the Budget Committee opposed the article.

Mr. Spencer commented that there is an existing contract. He expressed concern that the proposed cost in addition to the contracted cost is too high. Mr. Spencer mentioned that another high school in the region re-negotiated their contract with their trainer and reduced the hourly rate as well as negotiated some free services at the facility. He believes the contract should be

re-negotiated. He indicated that there are very few high schools with a full time trainer in New Hampshire.

Sue Seabrook, 18 Bear Run Drive, queried if the trainer now contracted by the District will be moved into the full time position or will the position be advertised.

Mr. Miller indicated that the administration handles staff hiring. He believes the process would be to advertise an open position. Mr. Miller clarified that the amount in Article 5 is based on the contracted amount and includes benefits.

Mrs. Seabrook queried if the hours would be flexible and if there was a salary survey was completed. Mr. Miller affirmed that the hours would be flexible. He indicated that there was no data on a full time trainer.

Mrs. Seabrook commented that the contracted rate is usually a higher rate. Mr. Miller commented that this is an estimated salary and benefits. Mr. Martin clarified that if converted to an hourly rate, it is a lower rate.

Mr. Pascucci commented that the issue needs to be discussed logically. He indicated that the Budget Committee was provided a list of justifications that included:

- many state require a full time trainer at high schools;
- provides injury prevention for teams that leave early for away games;
- provides injury rehabilitation;
- in-house rehabilitation (as opposed to off-site) saves costs;
- windfall for parents (if we expand to more trainer hours, parents do not have to go to their own doctors).

Mr. Pascucci commented that there was no other school that had this position for a comparison. He indicated that the windfall mentioned would only be for parents of athletes. Mr. Pascucci was concerned that the community will be taking care of the responsibilities of private insurance. He believes that the justifications do not satisfy the needs or the request.

Mr. Miller commented that it is a fact that participation in sports can result in injury. He indicated that concussions are a serious issue. He explained having a trainer on site when these types of injuries occur helps manage the risk of repeat injury if a student athlete returns from an injury early. Mr. Miller indicated that we are not relying on the trainer for a diagnosis, but an evaluation. He commented that he has seen the impact the current trainer has on student athletes. Mr. Miller reviewed a list of injury statistics and commented that the trainer spent over 5,000 hours on preventative measures for athletes. Mr. Miller indicated that the trainer is available for pre-season, weekends, holidays, and vacations.

Sue Seabrook, 18 Bear Run Drive, commented that she has no objection to having a trainer, but would like to see a lower salary.

Mr. Martin indicated that the amount in the article includes benefits. He estimated that the total salary for the trainer (if the article passes) would be approximately \$40,000.

Mr. Spencer clarified that a trainer is necessary. He is in favor of re-negotiating a lower rate.

A community member queried if the current trainer is moved to full time, will he continue to keep his other job. Mr. York indicated that is not the District's business. It is a personal issue.

The community member queried if the current trainer will take the benefits here or at his other job. Mr. York indicated that the proposed full time position is not being created for the current trainer. He explained that the full cost of a position is required to be budgeted.

Chris Pascucci, 12 Colonial Drive, commented that contracted costs include salary and benefits. He believes that a renegotiated contract rate would be less costly. He indicated that there is more flexibility in hours allotted for services with a contract. Mr. Pascucci commented that he does not believe there is a need for a full time trainer.

Mr. York clarified that the Board proposed an increase of 1300-1400 hours and for the trainer to continue under contract. He indicated that the Budget Committee reduced it lower than the existing hours.

Jason Guerrette, 11 Perry Court, commented that outsourcing is always less costly and can adequately satisfy what you need to do. He indicated that outsourcing can scale back or increase the contractor scale based on the need at the time.

Cindy Couture, 41 Stark Lane, queried if it were possible to reword the article to ask the community if they want to increase the trainer's salary and hours.

Attorney Gordon Graham commented that the subject matter of the article is to hire a full time employee; not add hours. He explained that rewording the article would be changing the purpose and subject matter of article.

A community member queried if the article passes, would the trainer provide his/her own liability insurance. Mr. Miller indicated that he or she would automatically be covered on the District's existing policy without an increase.

There were no amendments or further discussion, **Article 5 stands as written and will appear on the ballot as written.**

Mary Prindle, 26 Deerwood Drive, made a motion to restrict reconsideration of Article 4. The motion was seconded. The motion passed by voice vote.

Mary Prindle, 26 Deerwood Drive, made a motion to restrict reconsideration of Article 5. The motion was seconded. The motion passed by voice vote.

Mr. Regan read Article 6 and indicated Mr. York would speak to the article.

ARTICLE 6

Do you favor offering the Campbell High School Wrestling program as part of the athletics budget paid for by the taxpayer? The Wrestling program is currently included in the operating budget as a self-funded program, in the amount of Nine Thousand, Eight Hundred Twenty-Five dollars (\$9,825). If this article fails, CHS Wrestling will continue to be offered as a self-funded program with all program costs offset by revenues.

This Article was recommended by the School Board by a vote of 3-2-0, and not recommended by the Budget Committee by a vote of 2-5-0.

Mr. York commented that this article requests approval for the CHS Wrestling program paid for by taxpayers. He explained that the cost associated with the article is included in the budget in self-funded programs.

Jeff Douglas, 49 Burgess Drive, commented about the disclaimer in the article that states if the article fails the program will continue to be offered as a self-funded program. He indicated that it was stated that if the disclaimer was not included in the article and the article failed we would not be able to run the program. Mr. Douglas queried why a disclaimer did not appear in any other article.

Mr. York explained that if the disclaimer were not included and the article fails, it restricts the District's responsibility to use funds to pay for the program. Furthermore, if this were the case and funds were donated to run the program, the District would be restricted from using them.

Attorney Graham commented that Article 5 contains similar language regarding contracted services included in the budget. He indicated that it basically serves the same purpose as the language in Article 6.

Mr. Douglas commented that the language seems prejudicial. He suggested rewording the article to say "raise and appropriate the sum for the wrestling program as a self-funded program".

Attorney Graham indicated that would be a double appropriation since the program is already included in the budget.

Mr. York commented that the wrestling program is included in the budget. He indicated that the question the article is asking is if the taxpayers will fund it or will it be funded by fundraising.

Attorney Graham commented that this is an advisory article where you are advising the Board on how they should count the revenue for this program. He explained that it has no affect on funding for the program as there is a line in the budget for the program. Attorney Graham indicated that this article is simply asking if the revenue for the program should be raised by volunteers or by taxation. He commented that the end sentence clarifies that you can run the program whether the article passes or fails.

Jason Guerrette, 11 Perry Court, commented that regardless of what the voters say, the Board can spend the money.

Mr. Douglas commented that we are just asking to remove the revenue source from fundraising to taxation. Attorney Graham affirmed the statement. Mr. York commented that the Board is trying to protect the program so that it may continue regardless of the vote.

Michael Carignan, 19 Bristol Way, commented no matter what the voters say the Board can use the money in the budget. Attorney Graham commented that the statement is correct, but the Board has a history of listening to the voters. He explained that the Board has a specific amount to spend on wrestling in the budget and can either find the money in the budget or tell those running the program to raise the funds. Attorney Graham commented that the Board will know

how they want wrestling funded once the document that determines the tax rate is registered in September.

Mr. Pascucci commented that power is reserved for the Board to do many things without coming to the voters. He indicated that the voters are being asked if we want wrestling to be paid for by the taxpayers or fundraising. The number in the article will be added to the tax base for this year only. Mr. Pascucci indicated that if the article passes, the voters are giving the Board approval to fund the program forever in the budget, no matter the cost. He commented that all sports should be funded to a point. Mr. Pascucci indicated that he did not recommend the article for consistency reasons because the program will always be included in the budget.

Mr. Miller commented that funding for co-curricular programs is historically included in the budget. He indicated that the Board's process asks that a program be successful for three years. After that time we will include it in the budget.

Doug Orlando, 8 Pilgrim Drive, commented that wrestling is a great program and he supports its inclusion in the budget.

Steve Callinan, 3 Augusta Way, queried if all the wording is necessary in the article.

Mr. Falzone commented it sounds confusing, but the statement at the end gives the voter the freedom to vote no.

Jason Allen, 33 Chasebrook Circle, queried if all the wording in the article is necessary.

Mr. York commented that the Board's concern is to protect the program from the "no means no" law.

Attorney Graham referred to RSA 32:10, I (e), indicating that if there is an appropriation in the article and it is reduced to zero, then "no means no" applies and the District cannot expend funds in that line. He clarified that is not what this article means. Attorney Graham explained that this article means either the program will become part of the athletics budget or it will remain as a self-funded program.

Jeff Douglas, 49 Burgess Drive, made a motion to restrict the wording of Article 6 to the first sentence (question). The motion was seconded.

Cindy Couture, 41 Stark Lane, commented if this article is not an appropriation, there should be no recommendation by the Budget Committee. Attorney Graham confirmed that the Budget Committee can make a recommendation on any article.

Kathy Follis, 8 Mike Lane, commented that the playground situation was similar and there was no disclaimer in the article. Mr. York indicated that the playground was an appropriation and was not included in the budget.

Mrs. Follis commented that if the article fails, the Board can still choose to fund the program. Mr. Regan indicated that the line item remains in the budget, but how it is funded is different.

Mrs. Follis queried the point of voting on the article. Mr. York commented that if the article fails the Board does not have to find the money in the budget.

Kevin Smith, 47 Garden Drive, commented that it is good to include all the wording in the article. He indicated that the program is part of the budget. Mr. Smith noted if the wording of the article is restricted to the first sentence and it is voted down, and voters see the Board expending funds on the program, this could cause contention with those who did not attend this session.

Mr. York agreed.

Mr. Douglas withdrew the motion. The second was withdrawn.

There were no further amendments or discussion, **Article 6 stands as written and will appear on the ballot as written.**

Mr. Regan read Article 7 and indicated that the Petitioner would speak to the article.

ARTICLE 7 (Petitioned Article)

Shall Litchfield, NH adopt the provisions of RSA 40:14-b to delegate the determination of the default budget to the municipal budget committee which has been adopted under RSA 32:14?

This is a Petitioned Article and requires a three-fifths (3/5) ballot vote to pass. This Article is not recommended by the School Board by a vote of 2-3-0.

Jason Guerrette, 11 Perry Court, provided a presentation regarding the RSA 40:14-b. He commented that the law defines what is included in the default budget. He stated that law does not mention the default is to maintain the existing level of services. Mr. Guerrette indicated that the Local Government Center (LGC) provided an explanation that the default budget is essentially a budget freeze – the amount of money from the previous year – not the amount for the same items or services in coming year.

Mr. Guerrette commented that until the Board has the actual contract for oil or fuel it is unknown what the cost will be in the coming year; therefore, higher costs cannot be included in the default budget. He indicated that the District upgraded the lighting and has an expenditure of future electric costs. Mr. Guerrette commented if the Board decides to begin purchasing something new to the District it cannot be included in the default budget. He noted that Article One states if the operating budget fails, the Board can call a special meeting to take up the issue of a revised operating budget only, which has not yet been done.

Mr. Guerrette commented that legal opinion from the District's attorney concurs with the law, but indicates that the default is not a budget freeze. Mr. Guerrette commented that he had made a motion during a Board meeting to contact the NH Department of Revenue Administration (DRA) and NH LGC regarding clarification on the default budget and the motion failed.

Mr. Guerrette indicated that the default budget is not reviewed by any authority to ensure the law is followed. He commented that the only relief is to petition Superior Court. Mr. Guerrette mentioned that a court petition is pending regarding the default budget. He commented that the Budget Committee is trusted to prepare the operating budget and should be preparing the default budget. Mr. Guerrette suggested that the Budget Committee and School Board can collaborate regarding preparation of the default budget.

Cindy Couture, 41 Stark Lane, asked if the Budget Committee members would comment on preparation of the default.

Mr. Spencer commented that if the voters want the Budget Committee to prepare the default budget, we will do a good job. He added that it would result in a different default budget than the District.

Mr. Pascucci expressed support for the article. He commented that there is no overseeing body to check the default that the School Board creates. He indicated that it could contain mistakes. Mr. Pascucci commented that the preparation of the default budget should be a mechanical process. He indicated that it was brought to his attention this year because the administration asked the School Board to include additional items in the default budget. Mr. Pascucci stated that he is concerned that the proposed default budget is illegal. He commented that he has heard objections that the Budget Committee does not have the resources to prepare the default. He indicated that the Budget Committee can work with the Business Administrator to prepare the default budget.

Mr. Harte commented that he does not want the Budget Committee to take on the responsibility of preparing the default budget. He indicated that the process may be mechanical, but is not that black and white. Mr. Harte noted that there are many things in the RSA's that can be interpreted. He commented when you give the power over both budgets to one committee, who will oversee them. Mr. Harte indicated that the Budget Committee does not want to control everything, but wants to recommend what we believe is a fair budget. Mr. Harte mentioned that Mr. Guerrette's suggestion that the School Board and Budget Committee share the responsibility of preparing the default is a valid one. He commented that there may be challenges as far as interpretations of law, but he does not want the responsibility of preparing the default budget.

Kevin Waggoner, 11 Riverview Circle, commented that he agreed that the Budget Committee should not prepare the default budget.

Janine Lepore, 17 Greenwich Road, commented that the School Board is in the best situation to determine the default budget. She indicated that it would be appropriate for the Budget Committee to review the default. Mrs. Lepore disagreed with giving one body all the power. She commented that she supports the current procedure.

Mrs. Prindle directed her response to Mr. Pascucci's comment about illegality regarding the default budget. She commented that the School Board takes their responsibility seriously. She indicated that the School Board seeks out legal opinion from their attorney. Mrs. Prindle believes Mr. Pascucci's comment is not an accurate perception to share with the community.

Tim Wade, 11 Bear Run Drive, commented that if there is no authority that oversees the default budget, the Budget Committee would have complete control over the budget and could prepare whatever they want under the RSA. He indicated that he does not support the article.

Mr. York commented that two years ago the same article was brought before the voters and they overwhelmingly voted it down. He indicated that the people who supported the town's purchasing practice/policy in 1996 are the same people who want voters to support this article even though the voters said no.

Cindy Couture, 41 Stark Lane, commented that she views this as removing the checks and balances. She indicated that this is not about working together, but giving the power to one committee. Mrs. Couture commented that the Budget Committee should not assume that the District Business Administrator will assist in preparation of the default budget. She commented that the Budget Committee does not have a budget for legal support to oversee and conform to laws.

Jason Guerrette, 11 Perry Court, commented that this is about an open and honest method of preparing the default budget. He stated that with this article there is oversight to ensure accuracy. He indicated that there are currently no checks and balances for the School Board to ensure accuracy.

Mr. Spencer commented that he takes his responsibility seriously as a Budget Committee member. He indicated that there is no one on the Budget Committee pushing this article.

Chris Pascucci, 12 Colonial Drive, disagreed with Mr. York's statement. He questioned the legality of what is included in the default budget. Mr. Pascucci believes that the law is not being followed.

Mr. Miller indicated that there are several questions about what is required to be included in the default budget. He noted that according to law, there are requirements by the State for school approval. Mr. Miller commented that the Budget Committee has no resources for legal expenses in the event of a lawsuit. He indicated that the District is required to provide kindergarten facilities and the law does not dictate how to fund those facilities. Mr. Miller noted that the portable would be required to be provided whether by lease or purchase.

Nick D'Alleva, 15 Cutler Road, commented that he signed the petition because he was concerned that the School Board was about to add a \$1M to the default budget. He indicated that some of these items were included in the proposed budget. Mr. D'Alleva commented that many people attended the meeting regarding the default budget and some of the proposed items were removed. Mr. D'Alleva believes that if the group did not attend, the items would not have been removed.

Mr. Miller clarified that there were not \$1M worth of additions proposed to the default budget. He indicated that those items were questioned for consideration. He commented that, currently, the Budget Committee's budget is going to the voters and not the School Board's budget.

Robin Corbeil, 4 Nesmith Court, commented that she believes the Budget Committee supports the petition article because she sees their names on the petition. She indicated that she cannot afford to have children in the district who are not getting a good education, or a house that is not valued. She asked for the turmoil and rhetoric to stop.

Patricia Waggoner, 11 Riverview Circle, queried how many signatures are required on a petition article in order for the article to be included on the Warrant. Mr. Graham responded that 25 signatures are required.

Mrs. Waggoner queried why Budget Committee members would sign the petition if they were not in support.

Mr. Harte commented that he signed it to see if it is important to the voters. He indicated that he was against the Budget Committee having the responsibility to prepare the default. Mr. Harte commented that because he is against it does not mean that he is right.

Mr. Pascucci commented that he objects to the amount of money included in the default for the kindergarten portable. He believes that the lease amount of the portable that is in this year's budget should be included in the default and not the purchase price. He indicated that there are rules we should follow. Mr. Pascucci noted that if the operating budget fails, the School Board has the right to hold a special meeting. He commented that this is about interpretation of the law.

Mr. Miller clarified that the lease for the portable will expire before the new budget is implemented. He noted that the District will not be under contract and there will be no lease money in the FY13 budget. Mr. Miller indicated that the default budget is what we need to operate – no new programs, current staff – no twisting or spinning.

Nick D'Alleva, 15 Cutler Road, commented that the School Board has two budgets – the proposed budget and the default budget. He indicated that the reason he signed the petition was because of the School Board's actions.

Mr. Miller clarified that the operating budget is owned by the Budget Committee and if this article is approved by the voters, the Budget Committee will own the default budget.

Jason Guerrette, 11 Perry Court, disagreed with Mr. Miller's comments regarding what is required for school approval. He indicated that he did not suggest not including fuel or oil in the default budget. Mr. Guerrette commented this is about interpretation. He stated that Attorney Graham and the LGC and DRA believe another. He indicated that we have two attorneys' positions.

Attorney Graham clarified that there are not two attorneys' positions. He indicated that the LGC interpretation about the default budget is a generic presentation only.

Robin Corbeil, 4 Nesmith Court, commented that she is tired of hearing about what is the bare minimum we can do. She indicated that she wants to be proud of her school system. She believes Litchfield is a great community and is tired of hearing the negative. Mrs. Corbeil commented that we need to start thinking about our community. She commented that a good school system draws good people to our town. Mrs. Corbeil expressed support for the School Board's role in preparing the default budget.

Sue Ayer, Hildreth Drive, asked if the discussion can be stopped. The Moderator indicated that there is no question to call.

Dennis Miller, 37 Wren Street, asked Mr. Guerrette who was representing the petition, why he stood in front of people and expressed non-support for the Budget Committee and is now asking for support for this article.

Mr. Guerrette responded that he has observed much within the budget process. He believes that the School Board is not preparing the default budget the way the RSA dictates. He indicated that he has not heard anyone talk about bare minimum for the schools. Mr. Guerrette commented that we should provide for our children excellently, but we arrive at it differently.

Mr. Pascucci commented that the default budget was created by a set of rules and there should not be any opinions in it. He indicated that if discretion is given on the default budget, a majority could vote to strip the default the same way they could vote to add to the default. Mr. Pascucci commented that no one is talking about bare minimums. He indicated that the School Board should work in conjunction with the Budget Committee.

Mr. Regan commented that the discussion is repetitive. He indicated that if there is no new discussion, the meeting will be adjourned.

Ann Moody, 28 Garden Drive, queried about the \$2M the District received from the State.

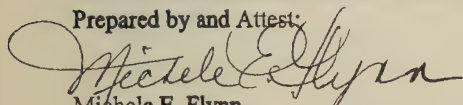
Mr. York commented that the money was returned to the taxpayers. He indicated that there was a decrease in taxes.

Mrs. Moody commented that the default should have been decreased by \$2M as was the operating budget.

There were no amendments or further discussion, **Article 7 stands as written and will appear on the ballot as written.**

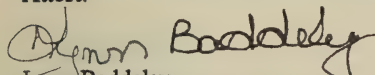
The Moderator thanked all who attended and accepted a motion to adjourn at 5:55 p.m. The motion was seconded. The motion passed unanimously by voice vote.

A true record of the Litchfield School District Deliberative Session,
Prepared by and Attest:



Michele E. Flynn
Administrative Assistant to the Litchfield School Board

A true record of the Litchfield School District Deliberative Session
Attest:



Lynn Baddeley
School District Clerk

Submitted: February 8, 2012

LITCHFIELD SCHOOL DISTRICT
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2011

LITCHFIELD SCHOOL DISTRICT
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2011

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**LITCHFIELD SCHOOL DISTRICT
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2011**

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PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

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INDEPENDENT AUDITOR'S REPORT

To the Members of the School Board
Litchfield School District
Litchfield, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Litchfield School District as of and for the fiscal year ended June 30, 2011, which collectively comprise the School District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Litchfield School District's, management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Litchfield School District, as of June 30, 2011, and the respective changes in financial position for the year then ended and the respective budgetary comparison for the general fund and the Grants Fund, in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 2 through 16) and the Schedule of Funding Progress for Other Postemployment Benefit Plan (page 38) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Litchfield School District's basic financial statements. The individual fund financial schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements. The individual fund financial schedules and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the financial schedules themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

January 11, 2012

Gregory A. Colby, CPA

PLODZIK & SANDERSON
Professional Association

LITCHFIELD SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011

The Superintendent of Schools and Business Administrator of New Hampshire School Administrative Unit (SAU) #27, as management of the Litchfield School District (the District), offer readers of the District's annual financial statements this narrative discussion and analysis of the financial activities of the District for the fiscal year which ended June 30, 2011. The District has prepared this discussion and analysis to encourage readers to consider the information presented here in conjunction with additional information found within the body of the annual financial statements.

Beginning with this fiscal year, the District has implemented the provisions of the Governmental Accounting Standards Board Statement 54 (GASBS-54) on Fund Balance Reporting and Governmental Fund Type Definitions. As a result of this change, the year-end fund balance is now reported based on classifications that comprise a hierarchy based primarily on the spending constraints for the specific purpose of the fund balance. Historically reported year-end encumbrances are now reported as an assigned fund balance classification.

FINANCIAL HIGHLIGHTS

- The District's total net assets for the year ending June 30, 2011, were \$9,448,789. Net assets increased by \$795,672 between July 1, 2010 and June 30, 2011. The District's total net assets consisted of \$9,306,420 in capital assets net of debt and an unrestricted net asset balance of \$142,369.
- The District's long-term bonds for Campbell High School as of June 30, 2011 total \$2,885,000. These liabilities are reflected as a reduction in net assets.
- The District did not initiate any new construction projects nor issue any bonds in fiscal year 2011.
- During the year, the District's General Fund budgetary expenditures and transfers of \$18,703,373 were \$624,043 less than the final adjusted budget and the General Fund budgetary revenues of \$19,104,924 were \$148,073 higher than the final adjusted budget. Revenues consist of: charges for services; operating grants and contributions; and general revenues (which consist of local and state property tax assessments, state and federal grants and contributions not restricted to purpose).
- At the end of the current fiscal year, the unassigned fund balance for the General Fund was \$772,115, or 4.13% of total General Fund expenditures, an increase of 108.36% from the prior year. Major contributing factors to this fund balance were: \$148,073 in excess revenues, which must be returned to the year-end fund balance; school board encumbrances made in June 2010 totaling \$234,313 to help offset the 2011 tax rate impact of the then expected \$2.1 million loss in state adequacy aid; an underspend in Special Education tuition (\$225,029), services (\$62,137), and transportation (\$22,598); electricity underspend of \$43,674 due primarily to savings from the Smart Start light conversion program; and an underspend of approximately \$40,599 in self-funded programs.

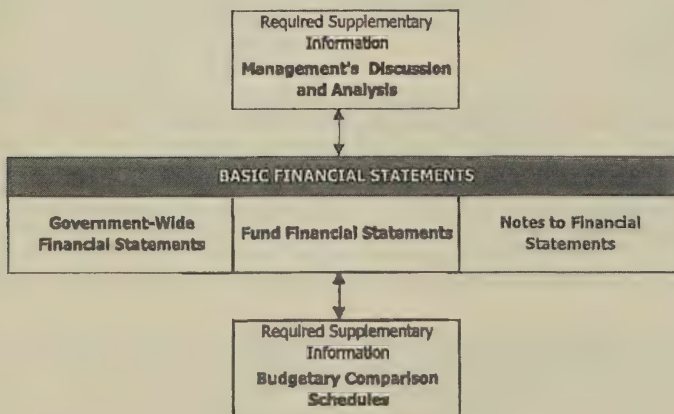
OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the District's annual financial report, which consists of basic financial statements, notes to the financial statements, and related financial information. Our annual financial report consists of five elements: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the financial statements, 4) required supplementary information, and 5) this discussion and analysis. This report also contains other supplementary information in addition to the basic financial statements themselves.

The basic financial statements include two kinds of statements that present different views of the District based upon measurement focus and basis of accounting.

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the District's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operations in more detail than the government-wide statements. The governmental funds statements tell how the District's services were financed in the short term as well as what remains for future spending. Fiduciary fund statements provide information about the financial relationships in which the District acts solely as a trustee or agent for the benefit of others to whom the resources belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. The following exhibit shows how the required parts of this annual report are arranged and related to one another.



**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011**

The following exhibit summarizes the major features of the District's financial statements, including the portion of the District government they cover and the types of information they contain.

	Government-Wide	Fund Statements	
		Governmental	Fiduciary
SCOPE	Entire District government (except fiduciary funds)	All activities of the District that are not proprietary or fiduciary	Instances in which the District is the trustee or agent for someone else's resources
REQUIRED FINANCIAL STATEMENTS	Statement of Net Assets	Balance Sheet	Statement of Fiduciary Assets
	Statement of Activities	Statement of Revenues, Expenditures and Changes in Fund Balances	Statement of Changes in Fiduciary Net Assets (not required for agency funds)
ACCOUNTING BASIS	Accrual	Modified Accrual	Accrual
MEASUREMENT FOCUS	Economic Resources	Current Financial Resources	Economic Resources
TYPE OF INFORMATION ASSETS AND LIABILITIES	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets included	All assets and liabilities, both short-term and long-term
TYPE OF INFORMATION REVENUES, EXPENSES, AND EXPENDITURES	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year, expenditures when goods or services have been received and payment is due during the year or soon thereafter	

The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011

Government-wide Financial Statements

The Government-wide Financial Statements show functions of the District that are principally supported by property taxes and intergovernmental revenues as "Governmental Activities." These functions are accounted for in the General Fund, Food Service Fund, and Grants Fund. Under GASBS-54 the Expendable Trust Fund reported in previous years as a separate fund is now reported in the General Fund as a "Committed" fund balance. Intergovernmental revenues include local, state and federal monies. The governmental activities of the District include instruction, support services, operation and maintenance of plant, student transportation and operation of non-instructional services. Taxes and intergovernmental revenues also support fixed assets and related debt.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund definitions are part of a state-mandated uniform accounting system and chart of accounts for all New Hampshire School Districts. The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

All of the funds of the District can be divided into two categories: governmental funds and fiduciary funds. The General Fund, Food Service Fund, and Grants Fund are consolidated as Governmental Funds. Both the General Fund and Grants Fund expenditures are compared to budget in the Budgetary Comparison Schedules. Non-major funds include the Food Service Fund. All Food Service revenues are expended on program operations and the Grants Fund revenues are spent mainly on instruction. Fiduciary Funds are agency funds established to account for monies belonging to student groups and are shown on a separate schedule.

Notes To The Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net assets may serve, over time, as a useful indicator of a government's financial position. The largest portion of the District's net assets reflects its investment in capital assets (e.g., land, buildings and improvements, and machinery and equipment); less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to its students; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The District's financial position is the product of several financial transactions including the net results of activities, the acquisition and payment of debt, the acquisition and disposal of capital assets and the depreciation of capital assets. Summaries of the capital assets, depreciation and long-term debt obligations can be found in the Notes to Financial Statements. Depreciation is included by accounting convention thus the depreciated value of a District asset, as reflected in these reports, does not reflect an asset's useful, market or replacement value.

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011

Net Assets for the period ending June 30, 2011

Total net assets at year end were \$9,448,789, an increase of \$795,672 or 9.20% over the prior year.

			%
Net Assets	2011	2010	Variance
Current Assets	1,805,138	1,602,483	18.89%
Non-current Assets	12,202,927	12,172,210	0.25%
Total Assets	14,108,065	13,774,693	2.42%
Current Liabilities	719,497	632,309	13.79%
Non-current Liabilities	3,939,779	4,489,267	-12.24%
Total Liabilities	4,659,276	5,121,576	-9.03%
Investment in capital assets (net of debt)	9,306,420	8,487,210	9.65%
Unrestricted net assets	142,369	165,907	-14.19%
Total Net Assets	9,448,789	8,653,117	9.20%

Change in Net Assets

The District's total revenues were \$20,440,873; total expenses were \$19,645,201; resulting in an increase of \$795,672 in net assets. This year, 92.26% of the District's revenues came from the local tax assessment and the State of New Hampshire, an increase of 8.06% from last year. This large increase is the result of the state using \$1,698,409 in American Recovery and Reinvestment Act monies in the prior year to offset some of its 2010 funding shortfall for its adequacy aid payments. The State of New Hampshire's sources include the locally raised state property tax, federal aid received through the state, and the various state aid programs.

The District's expenditures continue to be largely for Instruction (59.6%) and student and instructional staff support services (10.5%).

The following Statement of Activities provides a more detailed breakdown of revenues and expenses.

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011

Statement of Activities	2011	% of Total	2010	% of Total	% Variance
Revenues:					
Program revenues:					
Charges for services	523,900	2.6%	542,734	2.6%	-3.47%
Operating grants	1,417,633	6.9%	1,457,526	7.0%	-2.74%
Capital grants	380,560	1.9%	482,159	2.3%	-21.07%
General revenues:					
School district assessment	10,136,035	49.6%	10,217,075	49.3%	-0.79%
Unrestricted grants	7,956,258	38.9%	7,955,508	38.4%	0.01%
Miscellaneous	26,487	0.1%	87,894	0.4%	-69.86%
Total revenues	\$20,440,873	100%	\$20,742,898	100%	-1.46%
Program Expenses:					
Instruction	11,699,252	59.6%	11,844,889	58.7%	-1.23%
Support services:					
Student	1,545,303	7.9%	1,592,430	7.9%	-2.96%
Instructional staff	512,289	2.6%	572,605	2.8%	-10.53%
General administration	107,712	0.5%	43,496	0.2%	147.64%
Executive administration	470,193	2.4%	543,861	2.7%	-13.55%
School administration	1,225,320	6.2%	1,160,829	5.8%	5.56%
Business	277,802	1.4%	309,330	1.5%	-10.19%
Operation and maintenance of plant	1,635,739	8.3%	1,880,331	9.3%	-13.01%
Student transportation	741,667	3.8%	727,095	3.6%	2.00%
Other	515,271	2.6%	495,541	2.5%	3.98%
Non-instructional services	570,629	2.9%	558,732	2.8%	2.13%
Interest on long-term debt	175,675	0.9%	215,757	1.1%	-18.58%
Facilities acquisition and construction	168,339	0.9%	238,802	1.2%	-29.51%
Total governmental activities	\$19,645,201	100%	\$20,183,698	100%	-2.67%
Change in net assets	\$795,672		\$559,198		42.29%
Beginning net assets	\$8,653,117		\$8,093,919		6.91%
Ending net assets	\$9,448,789		\$8,653,117		9.20%

Revenues

School district assessment was 49.59% of total revenues for the fiscal year ended June 30, 2011, an increase of 0.29% from the prior year.

State of New Hampshire source intergovernmental revenues were 42.67% of total revenues for the fiscal year ended June 30, 2011, an increase of 7.77% from the prior year. This increase was due to the state using federal ARRA monies to fund part of the state's adequacy aid grant in 2010.

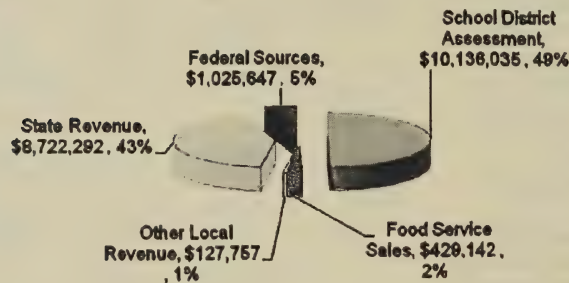
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011

Federal revenues were 5.02% of total revenues for the fiscal year ended June 30, 2011, a decrease of 7.68% from the prior year. This decrease was due to the loss of American Recovery and Reinvestment Act of 2009 (ARRA) grants.

Summary of Revenues

The biggest share, \$18,858,327 (92.26%), of revenue was derived from local appropriations and intergovernmental sources (State of NH). The state property tax is included as part of intergovernmental revenue even though it is raised locally. This revenue statement includes all revenues from local, state and federal sources.

School District Total Revenues 2010 - 2011



Expenses

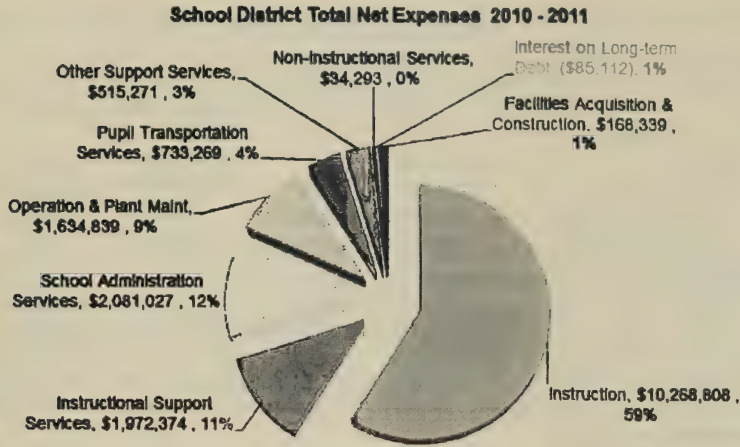
Expenses are reported on an accrual accounting basis. Amounts over or under the prior year expense amounts for the District in area's easily compared are as follows:

- Instruction expenses were 59.28% of total net expenses for the fiscal year ended June 30, 2011, a decrease of 0.12% from the prior year.
- Instructional Support service expenses were 11.40% of total net expenses for the fiscal year ended June 30, 2011, a decrease of 0.01% from the prior year.

Summary of Net Expenses

The Litchfield School District used its budgetary resources as depicted in the chart below. 70.67% of all expenses were on instruction and instructional support. Federal revenues were expended mostly on special needs instruction and support, teacher professional development, and instructional equipment. This expense statement includes expenses paid from local, state and federal appropriations. For purposes of this accrual reporting, the State Building Aid revenues of \$260,787 were applied as an offset to the interest on long-term debt.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011**



Highlighted changes in total net expenses include:

- A decrease in Instruction spending of \$250,795 or 2.38% under the prior year
- A decrease in Instructional Support Services of \$45,922 or 2.28% under the prior year
- A decrease in Operation & Plant Maintenance spending of \$244,442 or 13.00% under the prior year
- An increase in Facilities Acquisition & Construction spending of \$97,996 or 139.31% over the prior year

Governmental Activities

The following exhibit presents the net cost of the District's largest functions based upon the total expense, less charges for services and operating grants and contributions, of each function. The net cost reflects the amount that was funded by general revenues (principally the school district assessment which is derived by local and statewide property taxes and general state aid).

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011**

TOTAL AND NET COST OF SERVICES					
	Total Cost of Services				Variance
	2011		2010		
Functions / Programs					
Instruction	\$11,699,252	59.6%	\$11,844,889	58.7%	(\$145,637)
Support services	7,031,306	35.8%	7,325,518	36.3%	(\$294,212)
Food service program	570,629	2.9%	558,732	2.8%	\$11,897
Facilities acquisition	168,339	0.9%	238,802	1.2%	(\$70,463)
Unallocated					
Interest	175,675	0.9%	215,757	1.1%	(\$40,082)
	<u>\$19,645,201</u>	<u>100%</u>	<u>\$20,183,698</u>	<u>100%</u>	<u>(\$538,497)</u>
	Net Cost of Services				Variance
	2011		2010		
Functions / Programs					
Instruction	\$10,268,808	59.3%	\$10,519,603	59.4%	(\$250,795)
Support services	6,936,780	40.0%	7,161,782	40.5%	(\$225,002)
Food service program	34,293	0.2%	3,844	0.0%	\$30,449
Facilities acquisition	168,339	1.0%	70,343	0.4%	\$97,996
Unallocated					
Interest	(85,112)	-0.5%	(54,293)	-0.3%	(\$30,819)
	<u>\$17,323,108</u>	<u>100%</u>	<u>\$17,701,279</u>	<u>100%</u>	<u>(\$378,171)</u>

The total cost of all governmental activities this year was \$19,645,201; the total net cost was \$17,323,108. The primary financing for these activities of the District was as follows:

Property taxes

- The amount that was paid by taxpayers through property taxes was \$11,943,860; which consisted of \$10,136,035 paid in the form of local property taxes and \$1,807,825 paid in the form of property taxes under the State of New Hampshire state-wide education tax system raised locally for the annual school district assessment.
- An additional amount of \$6,147,683 was received from the State of New Hampshire under the "adequacy grant" provisions of the State's educational funding system, which in addition to other State funding sources includes statewide property taxes collected from other local governments. The State used \$215,171 from the Federal EdJobs grant monies to meet part of this funding obligation. Thus the actual adequacy aid received directly from State sources was \$5,932,512.

Charges for Services

- Tuition and self-funded program revenues were received in the amount of \$85,460.
- Total food service revenues of \$536,336 consisted of food service sales and local miscellaneous revenues in the amount of \$429,143 and federal and state food nutrition program operating contributions (free and reduced lunch reimbursements and commodities) of \$107,193.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011**

Operating Grants and Contributions

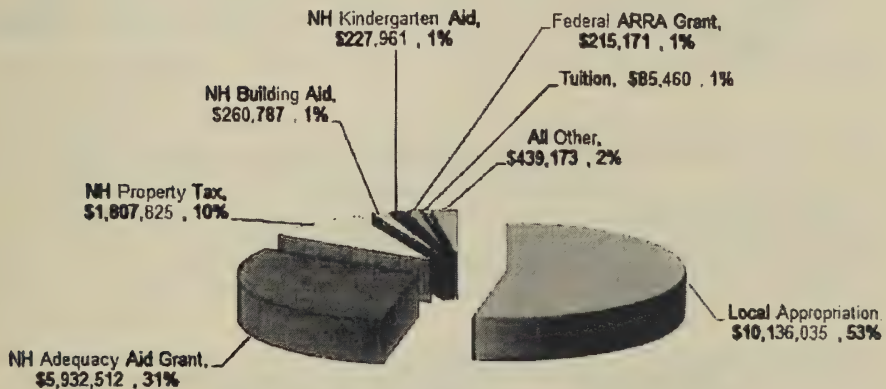
- Federal grants for instruction were received in the amount of \$587,913 with local and state grants of \$6,512. Including the EdJobs grant monies, total federal grants for instruction totaled \$803,084.

INDIVIDUAL FUND ANALYSIS

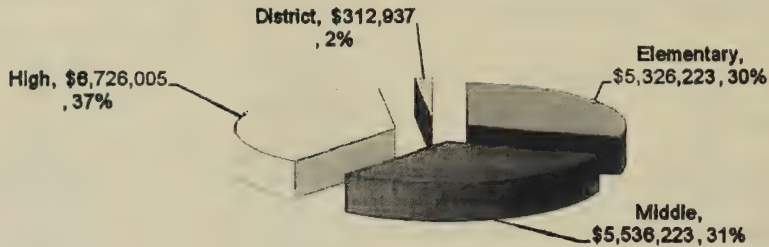
General Fund

The General Fund is what most people think of as "the budget", since it is the focal point of the Annual Deliberative Session and largely supported by locally raised taxes. The local appropriation and the state property tax are raised locally and make up 62.52% of general fund revenues. Together, the revenues raised locally and the state adequacy grant comprises 93.57% of the District's General Fund Budgetary Revenues. Also depicted below are expenditures and percentages by grade level and district wide including all facilities acquisition and construction expenditures but excluding debt service and interfund transfers.

General Fund Budgetary Revenues 2010 - 2011

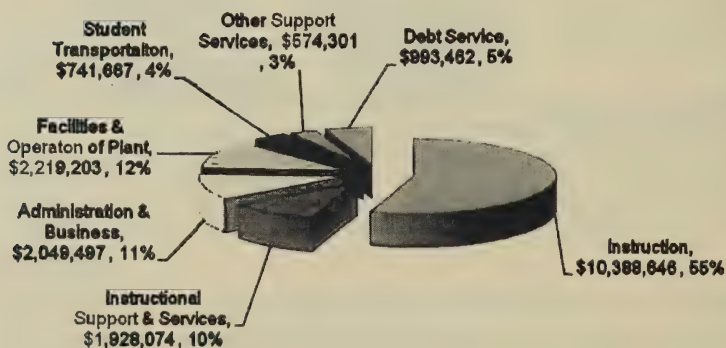


General Fund Budgetary Expenditures by Grade Level 2010 - 2011



Instruction makes up 54.98% of all general fund expenditures, a decrease of 0.12% from the prior year, while Instructional Support and Services, including transportation, operation of plant, and administration make up 39.76% of all General Fund expenditures, an increase of 0.26% over the prior year. The remaining 5.26% includes debt service – principal and interest, a decrease of 0.14% from the prior year. The following charts provide a more detailed depiction of the makeup and proportions of the expenditures in these broad categories.

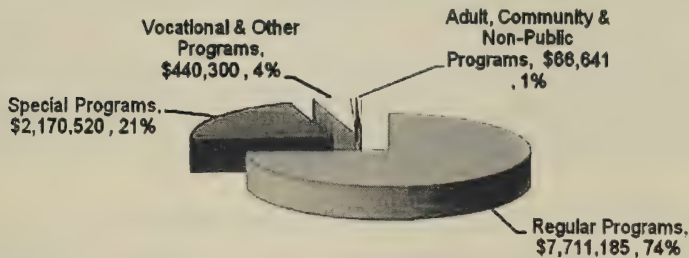
General Fund Budgetary Expenditures by Functions 2010- 2011



MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011

This chart examines how the direct instructional expenditures are allocated to the various programs.

**General Fund Budgetary Expenditures for Instruction
2010 - 2011**



SUMMARY OF FEDERAL SUPPORT OF THE DISTRICT

During fiscal year 2011, Litchfield School District applied for and received the following significant federal grants:

- Education Jobs Funds (Ed Jobs) revenues for the current period were \$215,171 and used by the State to offset a portion of their required adequate education grant.
- American Recovery and Reinvestment Act of 2009 (ARRA) revenues for the current period through the Individuals with Disabilities Education Improvement Act (IDEA), and Title I, Student Achievement and School Accountability Programs were \$167,765. These grants funded special needs services and supplies for students throughout the District, partial funding of a reading specialist, and staff professional development.
- Special Education Individuals with Disabilities Education Improvement Act (IDEA) revenues for the current period were \$289,929. These grants funded special needs services and supplies for students throughout the District.
- Title I, Student Achievement and School Accountability Programs revenues for the current period were \$95,522. These grants funded the services of part-time reading and math tutors, a summer reading program for elementary and middle school students, professional development, and school improvement programs.
- Title IIA, Improving Teacher Quality State Grants was awarded for the current period in the amount of \$22,322. This grant funded teacher professional development and a teacher mentoring program.
- A Preschool Grant was awarded for the current period in the amount of \$10,875. The grant was used to provide supplies to support special needs students.

LITCHFIELD SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011

- U. S. Department of Agriculture National School Lunch Program revenues for the current period were \$107,193. These revenues were used to offset the expenses of the school lunch program.

CAPITAL RESERVE ACCOUNTS

As a result of implementing GASB-54, expendable capital reserve funds (established by voters at an annual school district meeting as trust funds in accordance with statutory requirements) are now classified as a "Committed" fund balance in the general fund for the basic financial statements. The District's Special Education capital reserve fund and the School Capital Improvement capital reserve fund balances increased \$77.24 during the year from \$154,419.28 at June 30, 2010, to \$154,496.52 at June 30, 2011. In accordance with statutory requirements, they are held in custody by the Trustees of Trust Funds of the Town of Litchfield and are only released for the restricted specific purposes of the individual funds.

COMMENTS ON GENERAL FUND BUDGET COMPARISONS

- The restated beginning General Fund equity was \$945,303. General Fund revenues, consisting largely of local taxes and state aid, were \$19,310,112. General Fund expenditures, including fund transfers, were \$19,099,980. The ending fund equity for the District was \$1,155,455, of which \$772,115 is an unassigned fund balance, an increase of \$401,551 from the prior year's unassigned fund balance. This large increase was due to actions taken by the district to lessen the impact of the expected loss of state adequacy aid on the tax rate. The unassigned fund balance is used to lower the amount of money raised by property taxes.
- General Fund actual revenues were greater than the final adjusted budgeted revenues by \$148,073.
- General Fund expenditures were less than the final adjusted budgeted spending by \$624,043. These variances are absorbed in the General Fund ending balance. Significant contributors to the under spend in the general fund budget were:
 - School board encumbrances made in June 2010 totaling \$234,313 to help offset the 2011 tax rate impact of the then expected \$2.1 million loss in state adequacy aid.
 - Underspend in Special Education tuition (\$225,029), services (\$62,137), and transportation (\$22,598).
 - Underspend in electricity of \$43,674 due primarily to savings from the Smart Start light conversion program as payments for the conversion did not start until mid-year.
 - Self-funded programs, which do not impact the local property tax rate, were under spent by \$40,599.
 - Under spending in salaries and benefits offset over spending in several major accounts including building repairs, fuel oil, software leases, and data communications.

We are constantly monitoring our budget planning processes to improve the accuracy of our budget assessments and reduce the size and frequency of future budget variances. Since it is not possible to know in advance all of the circumstances that might create budget

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011

variances, we will continue to estimate future costs based on our experience, judgment, and actual expenditure data.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

On June 30, 2011, the District reported capital assets of \$12,202,927 (net of accumulated depreciation), which consist of a broad range of capital assets, including land, buildings & improvements, and machinery and equipment.

There were no additions of land assets during the year. Capital asset additions in 2011 included a roof replacement, two additional bathrooms, and a replacement playground at Griffin Memorial School, and district-wide networking equipment and Smart Start lighting upgrades. The District also annually invests in new furnishings, computers and peripherals, printed media and other equipment, as needed.

Governmental Activities	2011	2010	% Variance
Land & Improvements	460,792	460,792	0.00%
Buildings & Improvements	18,914,049	18,460,642	2.46%
Vehicles	14,000	14,000	0.00%
Furniture & Equipment	166,382	119,942	38.72%
Work In Progress			
Totals at Historical Cost	19,555,223	19,055,376	2.62%
Total Accumulated Depreciation	7,352,296	6,869,166	7.03%
NET CAPITAL ASSETS	12,202,927	12,186,210	0.14%

Long-Term Liabilities

On June 30, 2011, the District had \$2,885,000 of outstanding long-term debt, \$743,270 in compensated absences payable, and \$11,507 in capital leases payable long term liabilities.

The District has implemented the provisions of the Governmental Accounting Standards Board Statement 45 (GASB-45) *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions (OPEB)*, which requires that the long-term cost of retiree health care and obligations for other OPEB benefits be determined on an actuarial basis and reported in the District's annual financial report. The District does not explicitly subsidize health care benefits of its retirees. All retirees pay 100% of their benefit costs. However, the State of New Hampshire requires that the District include its retirees in the same insurance pool as active employees which may result in an implicit cost to the District as the rates the District pays for its active employees may be higher due to this pooling. This higher rate cost to the District creates a GASB-45 liability to the District. The District has historically funded these higher OPEB costs on a pay-as-you-go basis.

For the fiscal year ending June 30, 2011, the annual required contribution to cover OPEB obligations was \$180,285 which was offset by District pay-as-you-go contributions of \$60,124. The net OPEB obligation as of June 30, 2011 is \$300,002. As of June 30, 2011, the date of the most recent actuarial valuation, the actuarial accrued liability for these OPEB benefits was \$1,383,635 with no actuarial value of assets, resulting in an unfunded actuarial accrued liability of \$1,383,635.

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2011

Governmental Activities	2011	2010	% Variance
General Obligation Bonds	2,885,000	3,685,000	-21.71%
Compensated Absences	743,270	608,701	22.11%
Capital Leases Payable	11,507	16,152	-28.76%
Other Post-Employment Benefits Payable	300,002	179,414	67.21%
TOTAL LONG-TERM LIABILITIES	3,939,779	4,489,267	-12.24%

FUTURE BUDGETARY IMPLICATIONS

In New Hampshire, the public school fiscal year is July 1 to June 30; other programs, i.e., some federal budgets, operate on a different fiscal calendar, but are reflected in the District overall budget as they impact on the District.

The beginning General Fund unassigned equity for the 2011-2012 fiscal year is \$772,115.

The significant activities or events which will have an impact on future district finances include:

1. At the time of this report, the Litchfield School Board and the Litchfield Educational Association (teachers) are currently negotiating a new contract to be effective with the 2012-2013 school year. The impact of a potential agreement is not currently known, and
2. The State of New Hampshire did not reduce its adequate education aid funding to Litchfield as was planned for 2011-2012. The legislature continues to look at a new model for funding public education and a constitutional amendment. The amount of available State revenues to fund its adequate education in the future is yet to be determined.

Questions regarding this report should be directed to Elaine Cutler, Ed. D., Superintendent of Schools or to Mr. Stephen F. Martin, Business Administrator, at (603-578-3570), or by mail at:

Litchfield School District
SAU #27
1 Highlander Court
Litchfield, NH 03052

BASIC FINANCIAL STATEMENTS

EXHIBIT A
LITCHFIELD SCHOOL DISTRICT
Statement of Net Assets
June 30, 2011

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 1,563,641
Intergovernmental receivable	333,825
Other receivables	7,672
Capital assets, not being depreciated:	
Land	460,792
Capital assets, net of accumulated depreciation:	
Buildings and building improvements	11,656,555
Equipment	85,580
Total assets	<u>14,108,065</u>
LIABILITIES	
Accounts payable	49,673
Accrued interest payable	63,421
Accrued salaries and benefits	583,144
Unearned revenue	23,259
Noncurrent obligations:	
Due within one year:	
Bond	800,000
Capital leases	5,348
Due in more than one year:	
Bond	2,085,000
Capital leases	6,159
Compensated absences	743,270
Other postemployment benefits	300,002
Total liabilities	<u>4,659,276</u>
NET ASSETS	
Invested in capital assets, net of related debt	9,306,420
Unrestricted	142,369
Total net assets	<u>\$ 9,448,789</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT B
LITCHFIELD SCHOOL DISTRICT
Statement of Activities
For the Fiscal Year Ended June 30, 2011

		Program Revenues			Net (Expense)
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Change In Net Assets
	Expenses				
Governmental activities:					
Instruction	\$ 11,699,252	\$ 85,460	\$ 1,225,211	\$ 119,773	\$ (10,268,808)
Support services:					
Student	1,545,303	-	82,751	-	(1,462,552)
Instructional staff	512,299	-	2,477	-	(509,822)
General administration	107,712	-	-	-	(107,712)
Executive administration	470,193	-	-	-	(470,193)
School administration	1,225,320	-	-	-	(1,225,320)
Business	277,802	-	-	-	(277,802)
Operation and maintenance of plant	1,635,739	900	-	-	(1,634,839)
Student transportation	741,667	8,398	-	-	(733,269)
Other	515,271	-	-	-	(515,271)
Noninstructional services	570,629	429,142	107,194	-	(34,293)
Interest on long-term debt	175,675	-	-	260,787	85,112
Facilities acquisition and construction	168,339	-	-	-	(168,339)
Total governmental activities	<u>\$ 19,645,201</u>	<u>\$ 523,900</u>	<u>\$ 1,417,633</u>	<u>\$ 380,560</u>	<u>(17,323,108)</u>
General revenues:					
School district assessment					10,136,035
Grants and contributions not restricted to specific programs					7,956,258
Interest					3,822
Miscellaneous					22,665
Total general revenues					<u>18,118,780</u>
Change in net assets					795,672
Net assets, beginning					8,653,117
Net assets, ending					<u>\$ 9,448,789</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-1
LITCHFIELD SCHOOL DISTRICT
Governmental Funds
Balance Sheet
June 30, 2011

	General	Grants	Other Governmental Fund (Food Service)	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 1,468,826	\$ -	\$ 94,815	\$ 1,563,641
Receivables, net of allowance for uncollectible:				
Accounts	7,416	-	256	7,672
Intergovernmental	1,680	171,155	6,493	179,328
Interfund receivable	156,098	-	-	156,098
Intergovernmental receivable - restricted	154,497	-	-	154,497
Total assets	\$ 1,788,517	\$ 171,155	\$ 101,564	\$ 2,061,236
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 49,573	\$ 100	\$ -	\$ 49,673
Accrued salaries and benefits	583,144	-	-	583,144
Interfund payable	-	156,098	-	156,098
Deferred revenue	345	14,957	7,957	23,259
Total liabilities	633,062	171,155	7,957	812,174
Fund balances:				
Restricted :				
Food service	-	-	93,607	93,607
Committed:				
Expendable trust funds	154,497	-	-	154,497
Assigned:				
Encumbrances	228,843	-	-	228,843
Unassigned	772,115	-	-	772,115
Total fund balances	1,155,455	-	93,607	1,249,062
Total liabilities and fund balances	\$ 1,788,517	\$ 171,155	\$ 101,564	\$ 2,061,236

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-2
LITCHFIELD SCHOOL DISTRICT
Reconciliation of Total Governmental Fund Balances to the Statement of Net Assets
June 30, 2011

Total fund balances of governmental funds (Exhibit C-1)		\$ 1,249,062
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources, therefore, are not reported in the funds.		
Cost	\$ 19,555,223	
Less accumulated depreciation	<u>(7,352,296)</u>	
		12,202,927
Interfund receivables and payables between governmental funds are eliminated on the statement of net assets.		
Receivables	\$ (156,098)	
Payables	<u>156,098</u>	
Interest on long-term debt is not accrued in governmental funds.		
Accrued interest payable		(63,421)
Long-term liabilities are not due and payable in the current period, therefore, are not reported in the funds.		
Bond	\$ (2,885,000)	
Capital leases	(11,507)	
Compensated absences	(743,270)	
Other postemployment benefits	<u>(300,002)</u>	
		(3,939,779)
Net assets of governmental activities (Exhibit A)		<u>\$ 9,448,789</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-3
LITCHFIELD SCHOOL DISTRICT
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Fiscal Year Ended June 30, 2011

	General	Grants	Other Governmental Fund (Food Service)	Total Governmental Funds
Revenues:				
School district assessment	\$ 10,136,035	\$ -	\$ -	\$ 10,136,035
Other local	121,245	6,512	429,142	556,899
State	8,717,138	-	5,154	8,722,292
Federal	335,694	587,913	102,040	1,025,647
Total revenues	19,310,112	594,425	536,336	20,440,873
Expenditures:				
Current:				
Instruction	10,593,756	509,197	-	11,102,953
Support services:				
Student	1,419,875	82,751	-	1,502,626
Instructional staff	508,199	2,477	-	510,676
General administration	99,953	-	-	99,953
Executive administration	470,193	-	-	470,193
School administration	1,202,100	-	-	1,202,100
Business	277,251	-	-	277,251
Operation and maintenance of plant	1,972,906	-	-	1,972,906
Student transportation	741,667	-	-	741,667
Other	574,301	-	-	574,301
Noninstructional services	-	-	548,808	548,808
Debt service:				
Principal	800,000	-	-	800,000
Interest	193,462	-	-	193,462
Facilities acquisition and construction	246,297	-	-	246,297
Total expenditures	19,099,960	594,425	548,808	20,243,193
Net change in fund balances	210,152	-	(12,472)	197,680
Fund balances, beginning, as restated (see Note 12)	945,303	-	106,079	1,051,382
Fund balances, ending	\$ 1,155,455	\$ -	\$ 93,607	\$ 1,249,062

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-4
LITCHFIELD SCHOOL DISTRICT
Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances of Governmental Funds to the Statement of Activities
For the Fiscal Year Ended June 30, 2011

Net change in fund balances of total governmental funds (Exhibit C-3)		\$ 197,680
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. In the statement the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capitalized capital outlay exceeded depreciation expense in the current period.		
Capitalized capital outlay	\$ 513,847	
Depreciation expense	(483,130)	
		30,717
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets.		
Principal repayment of bond	\$ 800,000	
Principal repayment of capital leases	4,645	
		804,645
Some expenses reported in the statement of activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.		
Decrease in accrued interest expense	\$ 17,787	
Increase in compensated absences payable	(134,569)	
Increase in other postemployment benefits liability	(120,588)	
		(237,370)
Change in net assets of governmental activities (Exhibit B)		<u>\$ 795,672</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT D-1
LITCHFIELD SCHOOL DISTRICT
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual (Non-GAAP Budgetary Basis)
General Fund
For the Fiscal Year Ended June 30, 2011

	Original and Final Budget	Actual	Variance Positive (Negative)
Revenues:			
School district assessment	\$ 10,136,035	\$ 10,136,035	\$ -
Other local	123,900	121,167	(2,733)
State	8,421,745	8,512,028	90,283
Federal	275,171	335,694	60,523
Total revenues	18,956,851	19,104,924	148,073
Expenditures:			
Current:			
Instruction	10,986,135	10,295,990	690,145
Support services:			
Student	1,470,592	1,419,863	50,729
Instructional staff	478,516	498,034	(19,518)
General administration	100,033	99,953	80
Executive administration	533,026	469,322	63,704
School administration	1,189,663	1,201,624	(11,961)
Business	286,491	284,821	1,670
Operation and maintenance of plant	2,009,491	1,919,875	89,616
Student transportation	778,867	741,667	37,200
Other	266,176	487,035	(220,859)
Debt service:			
Principal	800,000	800,000	-
Interest	193,463	193,462	1
Facilities acquisition and construction	234,963	291,727	(56,764)
Total expenditures	19,327,416	18,703,373	624,043
Net change in fund balance	\$ (370,565)	401,551	\$ 772,116
Unassigned fund balance, beginning		370,564	
Unassigned fund balance, ending		\$ 772,115	

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT D-2
LITCHFIELD SCHOOL DISTRICT
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual (GAAP Basis)
Grants Fund
For the Fiscal Year Ended June 30, 2011

	Original and Final Budget	Actual	Variance Positive (Negative)
Revenues:			
Local	\$ -	\$ 6,512	\$ 6,512
Federal	770,957	587,913	(183,044)
Total revenues	770,957	594,425	(176,532)
Expenditures:			
Current:			
Instruction	770,957	509,197	261,760
Support services:			
Student	-	82,751	(82,751)
Instructional staff	-	2,477	(2,477)
Total expenditures	770,957	594,425	176,532
Net change in fund balance	\$ -	-	\$ -
Fund balance, beginning		-	
Fund balance, ending		\$ -	

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT E
LITCHFIELD SCHOOL DISTRICT
Fiduciary Funds
Statement of Fiduciary Net Assets
June 30, 2011

	<u>Agency</u>
ASSETS	
Cash and cash equivalents	\$ 162,460
LIABILITIES	
Due to student groups	<u>162,460</u>
NET ASSETS	<u><u>\$ -</u></u>

The notes to the basic financial statements are an integral part of this statement.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
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JUNE 30, 2011

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1-A Reporting Entity

The Litchfield School District, Litchfield, New Hampshire (the School District) is a municipal corporation governed by an elected 5-member School Board. The accompanying financial statements of the Litchfield School District are presented in conformity with accounting principles generally accepted in the United States of America for governmental units as prescribed by the Governmental Accounting Standards Board (GASB) and other authoritative sources. The reporting entity is comprised of the primary government and any other organizations (*component units*) that are included to ensure that the financial statements are not misleading.

Component units are legally separate organizations for which the School District is financially accountable. The School District is financially accountable for an organization if the School District appoints a voting majority of the organization's governing board, and (1) the School District is able to significantly influence the programs or services performed or provided by the organizations; or (2) the School District is legally entitled to or can otherwise access the organization's resources; (3) the School District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or (4) the School District is obligated for the debt of the organization. Based on the foregoing criteria, no other organizations are included in the School District's financial reporting entity.

The more significant of the School District's accounting policies are described below.

1-B Financial Statement Presentation

Government-wide Financial Statements – The government-wide financial statements display information about the School District as a whole. These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. The effect of interfund activity has been eliminated from these statements.

The Statement of Net Assets presents information on all of the entity's assets and liabilities, with the difference between the two presented as net assets. Net assets are reported as one of three categories; invested in capital assets, net of related debt; restricted; or unrestricted.

The Statement of Activities presents a comparison between direct expenses and program revenues for the different functions of the School District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Vehicle maintenance; pension benefit; property and liability insurance; claims and judgments; and state assessments and charges have been allocated to major functions in order to present a more accurate and complete picture of the cost of School District services. Program revenues include (1) charges to customers or applicants for goods received, services rendered or privileges provided; and (2) grants and contributions that are restricted to meeting operational or capital requirements of a particular function. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements – The School District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Financial statements of the School District are organized into funds, each of which is considered to be a separate accounting entity. Each fund has a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures. Funds are organized as major funds or nonmajor funds within the governmental and fiduciary statements. An emphasis is placed on major funds within the governmental categories. A fund is considered major if it is the primary operating fund of the School District or meets the following criteria:

- (a) Total assets, liabilities, revenues or expenditures of that individual governmental fund are at least 10% of the corresponding total for all funds of that category or type;
- (b) Total assets, liabilities, revenues or expenditures of the individual governmental fund are at least 5% of the corresponding total for all governmental funds combined; and
- (c) In addition, any other governmental fund that the School District believes is particularly important to the financial statement users may be reported as a major fund.

LITCHFIELD SCHOOL DISTRICT
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Governmental Activities – Governmental funds are identified as general and special revenue funds based upon the following guidelines:

General Fund – is the primary operating fund of the School District and is always classified as a major fund. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds – are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.

Fiduciary Fund Types – These funds account for resources held by the School District for the benefit of other parties and include the agency fund. Fiduciary fund types are not part of the reporting entity in the government-wide financial statements, but are reported in a separate statement of fiduciary net assets and a statement of changes in fiduciary net assets. This fund is as follows:

Agency Funds – are used to account for resources held by the School District in a purely custodial capacity and include the assets held for and due to the student groups for their student activity funds.

Major Funds – The School District reports the following major governmental funds:

General Fund – all general revenues and other receipts that are not allocated by law or contracted agreement to another fund are accounted for in this fund. This fund accounts for general operating expenditures, fixed charges, and the capital improvement costs that are not reported in other funds.

Grants Fund – accounts for the resources received from various federal, state, and local agencies. The resources are restricted to accomplishing the various objectives of the grantor agencies.

Nonmajor Fund – The School District also reports one nonmajor governmental fund, the food service fund.

I-C Measurement Focus

Government-wide and Fiduciary Fund Financial Statements – The government-wide and fiduciary fund financial statements, except for agency funds which have no measurement focus, are reported using the economic resources measurement focus. Under this concept, revenues and expenses are matched using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. The district assessment is recognized as revenue in the year for which it is levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental Fund Financial Statements – Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are susceptible to accrual, that is, when they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the School District considers revenues to be available if they are collected within 60 days of the end of the current period. District assessment, grants and contracts, and interest associated with the current period are considered to be susceptible to accrual. All other revenue items are considered to be measurable and available only when cash is received by the School District. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

When both restricted and unrestricted resources are available for use, it is the School District's policy to use restricted resources first, then unrestricted resources as they are needed.

Revenues – Exchange Transactions – Revenue resulting from exchange transactions in which each party gives and receives essentially equal value is recorded on the accrual basis when the exchange takes place. On the modified accrual basis revenue is recorded when the exchange takes place in the fiscal year in which the resources are measurable and become available.

LITCHFIELD SCHOOL DISTRICT
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Revenues – Nonexchange Transactions – Nonexchange transactions, in which the School District receives value without directly giving equal value in return, include grants and donations. Revenue from grants and donations is recognized in the fiscal year in which all grantor imposed eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted; matching requirements, in which the School District must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the School District on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions also must be available (i.e., collected within 60 days) before it can be recognized.

1-D Cash and Cash Equivalents

The School District considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and cash equivalents."

New Hampshire statutes require that the School District treasurer have custody of all money belonging to the School District and pay out the same only upon orders of the School Board. The treasurer shall deposit all such monies in participation units in the public deposit investment pool established pursuant to NH RSA 383:22 or in solvent banks in the state. Funds may be deposited in banks outside the state if such banks pledge and deliver to a third party custodial bank or the Federal Reserve Bank, collateral security for such deposits, United States government or government agency obligations or obligations of the State of New Hampshire in value at least equal to the amount of the deposit in each case.

1-E Restricted Assets

Certain intergovernmental receivables are classified as restricted on the balance sheet because they are in the custody of the Town of Litchfield trustees of trust funds and their use is restricted for specified purposes; laws and/or enabling legislation.

1-F Receivables

Receivables in the government-wide and governmental fund financial statements represent amounts due to the School District at June 30, recorded as revenue, which will be collected in the future and consist primarily of accounts and intergovernmental receivables.

1-G Interfund Balances

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as "interfund receivables and payables." Interfund receivables and payables between funds are eliminated in the statement of net assets.

1-H Capital Assets

General capital assets are those assets of a capital nature which the School District owns. All capital assets are capitalized at cost (or estimated at historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The School District maintains a capitalization threshold of \$10,000 and more than one year of estimated useful life. Improvements to capital assets are capitalized; the costs of normal maintenance and repairs that do not add to the value of an asset or materially extend the asset's life are expensed.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. All reported capital assets are depreciated over their estimated useful lives. Depreciation is computed using the straight-line method over the following useful lives:

	Years
Buildings and building improvements	20-30
Equipment	5-15

LITCHFIELD SCHOOL DISTRICT
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In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets are not capitalized and related depreciation is not reported in the fund financial statements.

1-I Deferred/Unearned Revenue

In the government-wide financial statements, deferred revenue is recognized when cash, receivables or other assets are recorded prior to their being earned. In the governmental fund financial statements deferred revenue represents monies received or revenues accrued which have not been earned or do not meet the "available" criterion for revenue recognition under the modified accrual basis of accounting. On the government-wide Statement of Net Assets, deferred revenue is classified as unearned revenue.

1-J Compensated Absences

The School District's policy allows certain employees to earn varying amounts of vacation and sick pay based on the employee's length of employment. Upon retirement or termination of employment, employees are paid in full for any accrued leave earned as set forth by personnel policy.

1-K Long-Term Obligations

Long-term debt and other long-term obligations are reported as liabilities in the government-wide statements. Bond premiums, discounts, and issuance costs are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable premiums and discounts. Issuance costs are reported as deferred charges.

In the governmental fund financial statements, bond premiums, discounts, and issuance costs are recognized during the current period. The face amount of debt issued and any premiums received are reported as other financing sources while discounts are reported as other financing uses. Issuance costs are reported as debt service expenditures.

1-L Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. Claims and judgments are recorded in the government-wide financial statements as expense when the related liabilities are incurred. There were no significant claims or judgments at year-end.

1-M Equity/Fund Balance Classifications

Government-wide Statements – Equity is classified as net assets and displayed in two components:

- a) *Invested in capital assets, net of related debt* – Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of invested capital assets, net of related debt.
- b) *Unrestricted net assets* – All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

Governmental Fund Balances Classification – The Litchfield School District has implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* for this fiscal year ending June 30, 2011. GASB Statement No. 54 establishes fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the School District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable – This classification includes amounts that cannot be spent because they are either (a) not in spendable form; or (b) are legally or contractually required to be maintained intact. These items were previously reported as reserved for special purposes.

LITCHFIELD SCHOOL DISTRICT
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Restricted – This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. The School District has classified Federal grant and food service funds as being restricted because their use is restricted by Federal/State statutes for expenditures. These items were previously reported as reserved for special purposes or unreserved-undesignated or unreserved-designated for special purposes.

Committed – This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the legislative body (School District Meeting). These amounts cannot be used for any other purpose unless the legislative body (School District Meeting) removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. Legislative body votes relative to the use of unassigned fund balance at year-end, in addition to non-lapsing appropriations, are included in this classification. Expendable trust funds are restricted by State statute and are legally segregated for funding specific items of expenditure. These items were previously reported as reserved for special purposes or unreserved-designated for special purposes.

Assigned – This classification includes amounts that are constrained by the School District's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the School Board or through the Board delegating this responsibility to the Superintendent or Business Administrator through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the general fund. The School District also has assigned funds consisting of reserve for encumbrances in the general fund at year-end. This amount was previously reported as reserved for encumbrances.

Unassigned – This classification includes the residual fund balance for the general fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts. This amount was previously reported as unreserved-undesignated.

The details of the fund balances are included in the Governmental Funds Balance Sheet (page19). As discussed in Note 1, restricted funds are used first as appropriate, followed by committed resources, and then assigned resources, as appropriate opportunities arise. In the event that unassigned fund balance becomes zero, then assigned and committed fund balances are used in that order.

1-N Interfund Activities

Interfund activities are reported as follows:

Interfund Receivables and Payables – Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities are reported in the government-wide financial statements as "internal balances." Interfund receivables and payables between funds are eliminated in the statement of net assets.

Interfund Transfers – Interfund transfers represent flows of assets without equivalent flows of assets in return and without a requirement for repayment. In governmental funds, transfers are reported as other financing uses in the funds making the transfers and other financing sources in the funds receiving the transfers. In the government-wide financial statements, all interfund transfers between individual governmental funds have been eliminated.

1-O Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts and disclosures in the financial statements. Actual results could differ from those estimates and the differences could be material.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
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NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

2-A Budgetary Information

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the School District's operations. At its annual meeting, the School District adopts a budget for the current year for the general and grants funds, as well as the nonmajor food service fund. Except as reconciled below, the budget was adopted on a basis consistent with US generally accepted accounting principles.

Management may transfer appropriations between operating categories as deemed necessary, but expenditures may not legally exceed budgeted appropriations in total. All annual appropriations lapse at year-end unless encumbered.

Encumbrance accounting, under which purchase orders, contracts, and continuing appropriations (certain projects and specific items not fully expended at year-end) are recognized, is employed in the governmental funds. Encumbrances are not the equivalent of expenditures, and are therefore, reported as part of the assigned fund balance at year-end, and are carried forward to supplement appropriations of the subsequent year.

State statutes require balanced budgets, but provide for the use of beginning unassigned fund balance to achieve that end. In the fiscal year 2011, \$370,565 of the beginning general fund unassigned fund balance was applied for this purpose.

2-B Budgetary Reconciliation to GAAP Basis

The following reconciles the general fund budgetary basis to the GAAP basis:

Revenues:	
Per Exhibit D-1 (budgetary basis)	\$ 19,104,924
Adjustments:	
Basis difference:	
Interest earnings related to the expendable trust reported in the general fund	78
On-behalf retirement contributions made by the State of New Hampshire recognized as revenue on the GAAP basis, but not on the budgetary basis	205,110
Per Exhibit C-3 (GAAP basis)	<u>\$ 19,310,112</u>
Expenditures:	
Per Exhibit D-1 (budgetary basis)	\$ 18,703,373
Adjustments:	
Basis difference:	
Encumbrances, beginning	420,320
Encumbrances, ending	(228,843)
On-behalf retirement contributions made by the State of New Hampshire recognized as an expenditure on the GAAP basis, but not on the budgetary basis	205,110
Per Exhibit C-3 (GAAP basis)	<u>\$ 19,099,960</u>

DETAILED NOTES ON ALL FUNDS

NOTE 3 – RESTRICTED ASSETS

Certain School District intergovernmental receivables in the amount of \$154,497 are restricted for specified purposes as part of the expendable trust funds in the custody of the Town of Litchfield trustees of trust funds.

NOTE 4 – RECEIVABLES

Receivables at June 30, 2011, consisted of accounts and intergovernmental amounts arising from grants, trust funds in the custody of the Town of Litchfield trustees of trust funds. Receivables are recorded on the School District's financial statements to the extent that the amounts are determined to be material and substantiated not only by supporting documentation, but also by a reasonable, systematic method of determining their existence, completeness, valuation, and collectability.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
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NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2011 consisted of the following:

	Balance, beginning	Additions	Retirements	Balance, ending
At cost:				
Not being depreciated:				
Land	\$ 460,792	\$ -	\$ -	\$ 460,792
Being depreciated:				
Buildings and building improvements	18,460,642	453,407	-	18,914,049
Equipment	119,942	60,440	-	180,382
Total capital assets being depreciated	18,580,584	513,847	-	19,094,431
Total capital assets	19,041,376	513,847	-	19,555,223
Less accumulated depreciation:				
Buildings and building improvements	(6,797,801)	(459,910)	217	(7,257,494)
Equipment	(71,365)	(23,437)	-	(94,802)
Total accumulated depreciation	(6,869,166)	(483,347)	217	(7,352,296)
Net book value, capital assets being depreciated	11,711,418	30,500	217	11,742,135
Net book value, all capital assets	\$ 12,172,210	\$ 30,500	\$ 217	\$ 12,202,927

Depreciation expense was charged to functions of the School District based on their usage of the related assets. The amounts allocated to each function are as follows:

Instruction	\$ 420,079
Support services:	
Operation and maintenance of plant	41,447
Noninstructional services	21,821
Total depreciation expense	<u>\$ 483,347</u>

NOTE 6 – INTERFUND BALANCES

Interfund receivable and payable balances consisting of overdrafts in pooled cash and budgetary transfers at June 30, 2011, are as follows:

Receivable Fund	Payable Fund	Amount
General	Grants	<u>\$ 156,098</u>

The balance of \$156,098 due to the general fund from the grants fund results from loans made in anticipation of federal grants.

NOTE 7 – DEFERRED/UNEARNED REVENUE

Deferred/unearned revenue at June 30, 2011 consists of the following:

General fund:	
Fees collected in advance for miscellaneous programs	\$ 345
Food service fund:	
Fees for lunch and milk collected in advance	7,957
Grants fund:	
Federal grant revenue collected in advance of eligible expenditure being made	14,957
Total deferred/unearned revenue	<u>\$ 23,259</u>

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
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NOTE 8 – LONG-TERM LIABILITIES

Changes in the School District's long-term obligations consisted of the following for the year ended June 30, 2011:

	General Obligation Bond Payable	Capital Lease Payable	Compensated Absences Payable	Other Postemployment Benefits	Total
Balance, beginning	\$ 3,685,000	\$ 16,152	\$ 608,701	\$ 179,414	\$ 4,489,267
Additions	-	-	134,569	120,588	255,157
Reductions	(800,000)	(4,645)	-	-	(804,645)
Balance, ending	<u>\$ 2,885,000</u>	<u>\$ 11,507</u>	<u>\$ 743,270</u>	<u>\$ 300,002</u>	<u>\$ 3,939,779</u>

Long-term liabilities payable are comprised of the following:

	Original Amount	Issue Date	Maturity Date	Interest Rate %	Outstanding at June 30, 2011	Current Portion
General obligation bond payable:						
High School construction	\$ 11,685,500	2000	2015	4.50-5.25	\$ 2,885,000	\$ 800,000
Capital lease payable	\$ 27,277	2009	2013	15.15	11,507	5,348
Compensated absences payable:						
Vested sick leave					154,637	-
Accrued vacation leave					273,048	-
Vested retirement stipend					315,585	-
					<u>743,270</u>	<u>-</u>
Other postemployment benefits					300,002	
Total					<u>\$ 3,939,779</u>	<u>\$ 805,348</u>

The annual requirements to amortize the general obligation bond outstanding as of June 30, 2011, including interest payments, are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2012	\$ 800,000	\$ 151,463	\$ 951,463
2013	800,000	109,463	909,463
2014	800,000	67,462	867,462
2015	485,000	25,462	510,462
Totals	<u>\$ 2,885,000</u>	<u>\$ 353,850</u>	<u>\$ 3,238,850</u>

All debt is general obligation debt of the School District, which is backed by its full faith and credit, and will be repaid from general governmental revenues.

NOTE 9 – CAPITAL LEASES

The School District has entered into certain capital lease agreements under which the related equipment will become the property of the School District when all the terms of the lease agreements are met.

The annual requirements to amortize capital leases payable outstanding as of June 30, 2011, including interest payments, are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2012	\$ 5,348	\$ 1,745	\$ 7,093
2013	6,159	933	7,092
Totals	<u>\$ 11,507</u>	<u>\$ 2,678</u>	<u>\$ 14,185</u>

Amortization of lease equipment under capital assets is included with depreciation expense.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
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NOTE 10 – GOVERNMENTAL ACTIVITIES NET ASSETS

Governmental activities net assets reported on the government-wide Statement of Net Assets at June 30, 2011 include the following:

Invested in capital assets, net of related debt:	
Net property, buildings, and equipment	\$ 12,202,927
Less:	
General obligation bonds payable	(2,885,000)
Capital leases payable	(11,507)
Total invested in capital assets, net of related debt	<u>9,306,420</u>
Unrestricted	142,369
Total net assets	<u>\$ 9,448,789</u>

None of the net assets are restricted by enabling legislation.

NOTE 11 – GOVERNMENTAL FUND BALANCES

Governmental fund balance balances reported on the fund financial statements at June 30, 2011 include the following:

General Fund – The general fund has an unassigned fund balance of \$ 772,115. Also reported in the general fund is \$154,497 restricted fund balance related to expendable trust funds and \$228,843 in assigned for encumbrances.

Other Funds – The nonmajor food service fund has a restricted fund balance of \$93,607.

NOTE 12 – PRIOR PERIOD ADJUSTMENT

Fund equity at July 1, 2010 was restated to record expendable trust funds previously reported as a special revenue fund that under GASB Statement No. 54 is now considered part of the general fund, as follows:

	General Fund	Expendable Trust Fund	Total
Adjustment	\$ 154,419	\$ (154,419)	\$ -
Fund balance, as previously reported	790,884	154,419	945,303
Fund balance, as restated	<u>\$ 945,303</u>	<u>\$ -</u>	<u>\$ 945,303</u>

NOTE 13 – EMPLOYEE RETIREMENT PLAN

The School District participates in the New Hampshire Retirement System (the System) which is the administrator of a cost-sharing multiple-employer contributory pension plan and trust established in 1967 by RSA 100-A:2 and is qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death, and vested retirement benefits to members and their beneficiaries. Provision for benefits and contributions are established and can be amended by the New Hampshire Legislature. The System issues a publicly available financial report that may be obtained by writing the New Hampshire Retirement System, 54 Regional Drive, Concord, NH 03301.

The System is financed by contributions from both the employees and the School District. Member contribution rates are established and may be amended by the State legislature while employer contribution rates are set by the System trustees based on an actuarial valuation. All employees are required to contribute 5% of earnable compensation. For fiscal year 2011, the School District contributed 8.02% for teachers and 9.16% for other employees. The contribution requirements for the fiscal years 2009, 2010, and 2011 were \$591,649, \$733,149, and \$753,404, respectively, which were paid in full in each year.

The State of New Hampshire funds 25% of the total employer normal contribution rate for teachers employed by the School District. This amount, \$205,110, is reported as an "on-behalf payment," as an expenditure and revenue on the governmental funds statement of revenues, expenditures, and changes in fund balances, and as an expense and revenue on the statement of activities.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
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JUNE 30, 2011

NOTE 14 – OTHER POSTEMPLOYMENT BENEFITS (OPEB)

The Governmental Accounting Standards Board (GASB) issued Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. GASB Statement No. 45, was implemented by the School District during fiscal year 2009, and requires that the long-term cost of retirement health care and obligations for other postemployment benefits (OPEB) be determined on an actuarial basis and reported similar to pension plans. GASB Statement No. 45 does not mandate the pre-funding of postemployment benefit liabilities. Nevertheless, any pre-funding of these benefits will help minimize or eliminate the postemployment benefit obligation that will be required to be reported on the financial statements.

The School District has only partially funded (on a pay-as-you-go basis) the annual required contribution (ARC), an actuarially determined rate in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years. The following table presents the OPEB cost for the year, the amount contributed and changes in the OPEB plan for fiscal year 2011:

Annual required contribution/OPEB cost	\$ 180,285
Interest on Net OPEB obligation to end of year	8,074
Net OPEB amortization adjustment	(7,647)
Contributions made (pay-as-you-go)	<u>(60,124)</u>
Increase in net OPEB obligation	120,588
Net OPEB obligation, beginning	179,414
Net OPEB obligation, ending	<u>\$ 300,002</u>

The School District's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2011 was as follows:

Fiscal Year Ended	Annual Required Contribution (ARC)	Actual Contributions (pay-as-you-go)	Percentage Contributed	Net OPEB Obligation
June 30, 2011	\$ 180,285	\$ 60,124	0%	\$ 300,002

As of June 30, 2011, the date of the most recent actuarial valuation, the actuarial accrued liability (AAL) for benefits was \$1,383,635, with no actuarial value of assets, resulting in an unfunded actuarial accrued liability (UAAL) of \$1,383,635. The covered payroll (annual payroll of active employees covered by the plan) was \$8,501,171 during fiscal year 2011, and the ratio of the UAAL to the covered payroll was 16.28%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Examples include assumptions about future employment, mortality, and the health care cost trend. Actuarially determined amounts are subject to continual revisions as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress for Other Postemployment Benefits Plan, presented as required supplementary information following the notes to the financial statements, is designed to present multiyear trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the employer and plan members in the future. The actuarial methods and assumptions used include techniques that are designed to reduce the effect of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2011 actuarial valuation, the projected unit credit cost method was used. The actuarial assumptions included a 4.5% investment rate of return per annum. The projected annual health care cost trend is 10% initially, reduced by decrements to an ultimate rate of 5% after four years. The UAAL is being amortized as a level dollar amount over an open basis. The remaining amortization period at June 30, 2011 was 30 years.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2011

NOTE 15 – RISK MANAGEMENT

The School District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. During fiscal year 2011, the School District was a member of the New Hampshire Public Risk Management Exchange (Primex³) Workers' Compensation and Property/Liability Programs. These entities are considered public entity risk pools currently operating as common risk management and insurance programs for member School Districts and cities.

The Workers' Compensation and Property/Liability Programs provide coverage from July 1, 2010 to July 1, 2011 by Primex³, which retained \$1,000,000 of each workers' compensation loss, \$500,000 of each liability loss, and \$200,000 of each property loss. The estimated net contribution from the Litchfield School District billed and paid for the year ended June 30, 2011 was \$41,930 for workers' compensation and \$68,681 for property/liability. The workers' compensation section of the self-insurance membership agreement permits Primex³ to make additional assessments to members should there be a deficiency in contributions for any member year, not to exceed the member's annual contribution. GASB Statement No. 10 requires members of a pool with a sharing risk to disclose if such an assessment is probable, and a reasonable estimate of the amount, if any. At this time, Primex³ foresees no likelihood of any additional assessment for this or any prior year.

NOTE 16 – CONTINGENT LIABILITIES

There are various claims and suits pending against the School District which arose in the normal course of the School District's activities. In the opinion of management, the ultimate disposition of these various claims and suits will not have a material effect on the financial position of the School District.

The School District has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies or their designee. These audits could result in a request for reimbursement from the grantor agency for costs disallowed under terms of the grant. Based on prior experience, the School District believes such disallowances, if any, will be immaterial.

NOTE 17 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

In March 2009 the GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The requirements of Statement No. 54 are mandatory for the School District for fiscal year ended June 30, 2011 and accordingly have been implemented. GASB Statements No. 60 through No. 64 issued during this period are not effective for financial statements until the subsequent years.

NOTE 18 – SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the balance sheet date, but before the financial statements are issued. Recognized subsequent events are events or transactions that provided additional evidence about conditions that existed at the balance sheet date, including the estimates inherent in the process of preparing the financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the balance sheet date, but arose after the date. Management has evaluated subsequent events through January 11, 2012 the date the June 30, 2011 financial statements were issued, and no events occurred that require recognition or disclosure.

REQUIRED SUPPLEMENTARY INFORMATION

EXHIBIT F
LITCHFIELD SCHOOL DISTRICT
Schedule of Funding Progress for Other Postemployment Benefit Plan
For the Fiscal Year Ended June 30, 2011

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
July 1, 2010	\$ -	\$ 1,383,635	\$ 1,383,635	0.00%	\$ 8,501,171	16.28%

The note to the required supplementary information is an integral part of this schedule.

LITCHFIELD SCHOOL DISTRICT
NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED
JUNE 30, 2011

Schedule of Funding Progress for Other Postemployment Benefits (OPEB)

As required by GASB Statement No. 45, Exhibit F represents the actuarial determined costs associated with the School District's other postemployment benefits for the fiscal year ended June 30, 2011.

INDIVIDUAL FUND SCHEDULES

SCHEDULE 1
LITCHFIELD SCHOOL DISTRICT
Major General Fund
Schedule of Estimated and Actual Revenues (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2011

	Estimated	Actual	Variance Positive (Negative)
School district assessment:			
Current appropriation	\$ 10,136,035	\$ 10,136,035	\$ -
Other local sources:			
Tuition	102,900	85,460	(17,440)
Transportation	6,000	8,398	2,398
Investment earnings	8,000	3,744	(4,256)
Rentals	-	900	900
Miscellaneous	7,000	22,665	15,665
Total from other local sources	123,900	121,167	(2,733)
State sources:			
Adequacy aid (grant)	5,932,512	5,932,512	-
Adequacy aid (tax)	1,807,825	1,807,825	-
School building aid	260,787	260,787	-
Kindergarten aid	204,236	227,961	23,725
Catastrophic aid	214,385	258,404	44,019
Vocational aid	2,000	-	(2,000)
Driver education	-	6,300	6,300
Other state aid	-	18,239	18,239
Total from state sources	8,421,745	8,512,028	90,283
Federal sources:			
Medicaid	60,000	119,773	59,773
ARRA - Education jobs fund	215,171	215,171	-
Other	-	750	750
Total from federal sources	275,171	335,694	60,523
Total revenues	18,956,851	\$ 19,104,924	\$ 148,073
Use of fund balance to reduce school district assessment	370,565		
Total revenues and use of fund balance	\$ 19,327,416		

**SCHEDULE 2
LITCHFIELD SCHOOL DISTRICT**

Major General Fund

**Schedule of Appropriations, Expenditures, and Encumbrances (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2011**

	Encumbered from Prior Year	Appropriations	Expenditures	Encumbered to Subsequent Year	Variance Positive (Negative)
Current:					
Instruction:					
Regular programs	\$ 33,000	\$ 7,896,020	\$ 7,711,185	\$ 1,071	\$ 216,764
Special programs	19,191	2,530,068	2,170,520	33	378,706
Vocational programs	-	27,040	29,056	-	(2,016)
Adult and community programs	41,569	25,559	18,656	-	48,472
Other	-	507,448	459,229	-	48,219
Total instruction	<u>93,760</u>	<u>10,986,135</u>	<u>10,388,646</u>	<u>1,104</u>	<u>690,145</u>
Support services:					
Student	1,137	1,470,592	1,419,875	1,125	50,729
Instructional staff	10,165	478,516	508,199	-	(19,518)
General administration	-	100,033	99,953	-	80
Executive administration	871	533,026	470,193	-	63,704
School administration	476	1,189,663	1,202,100	-	(11,961)
Business	9,812	286,491	277,251	17,382	1,670
Operation and maintenance of plant	110,658	2,009,491	1,972,906	57,627	89,616
Student transportation	-	778,867	741,667	-	37,200
Other	88,871	266,176	574,301	1,605	(220,859)
Total support services	<u>221,990</u>	<u>7,112,855</u>	<u>7,266,445</u>	<u>77,739</u>	<u>(9,339)</u>
Debt service:					
Principal of long-term debt	-	800,000	800,000	-	-
Interest on long-term debt	-	193,463	193,462	-	1
Total debt service	<u>-</u>	<u>993,463</u>	<u>993,462</u>	<u>-</u>	<u>1</u>
Facilities acquisition and construction	<u>104,570</u>	<u>234,963</u>	<u>246,297</u>	<u>150,000</u>	<u>(56,764)</u>
Total appropriations, expenditures, other financing uses, and encumbrances	<u>\$ 420,320</u>	<u>\$ 19,327,416</u>	<u>\$ 18,894,850</u>	<u>\$ 228,843</u>	<u>\$ 624,043</u>

*SCHEDULE 3
LITCHFIELD SCHOOL DISTRICT
Major General Fund
Schedule of Changes in Unassigned Fund Balance (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2011*

Unassigned fund balance, beginning		\$ 370,564
Changes:		
Unassigned fund balance used to reduce school district assessment		(370,565)
2010-2011 Budget summary:		
Revenue surplus (Schedule 1)	\$ 148,073	
Unexpended balance of appropriations (Schedule 2)	624,043	
2010-2011 Budget surplus		<u>772,116</u>
Unassigned fund balance, ending		<u>\$ 772,115</u>

SCHEDULE 4
LITCHFIELD SCHOOL DISTRICT
Student Activities Funds
Combining Schedule of Changes in Student Activities Funds
For the Fiscal Year Ended June 30, 2011

	Balance, beginning	Additions	Deductions	Balance, ending
Schools:				
Campbell High	\$ 84,995	\$ 322,216	\$ 298,373	\$ 108,838
Litchfield Middle	26,664	189,679	170,770	45,573
Griffin Memorial	5,634	37,135	34,720	8,049
Totals	<u>\$ 117,293</u>	<u>\$ 549,030</u>	<u>\$ 503,863</u>	<u>\$ 162,460</u>



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Members of the School Board
Litchfield School District
Litchfield, New Hampshire

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Litchfield School District, as of and for the year ended June 30, 2011, which collectively comprise the Litchfield School District's basic financial statements and have issued our report thereon dated January 11, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Litchfield School District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Litchfield School District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Litchfield School District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Litchfield School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the school board, others within the entity, and federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

January 11, 2012

Gregory A. Callery, CPA
PLODZIK & SANDERSON
Professional Association



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Members of the School Board
Litchfield School District
Litchfield, New Hampshire

Compliance

We have audited the Litchfield School District's compliance with the types of compliance requirements described in the OMB Circular A-133 *Compliance Supplement* that could have a direct and material effect on the Litchfield School District's major federal program for the year ended June 30, 2011. The Litchfield School District's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to its major federal program is the responsibility of the Litchfield School District's management. Our responsibility is to express an opinion on the Litchfield School District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Litchfield School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Litchfield School District's compliance with those requirements.

In our opinion, the Litchfield School District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2011.

Internal Control over Compliance

Management of the Litchfield School District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the Litchfield School District's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Litchfield School District's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

Litchfield School District

*Independent Auditor's Report on Compliance with Requirements that Could Have a Direct and Material Effect
on Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133*

This report is intended solely for the information and use of management, the school board, others within the entity, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Gregory A. Callery, CPA

January 11, 2012

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SCHEDULE I
LITCHFIELD SCHOOL DISTRICT
Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2011

**Auditor
Reference
Number**

U.S. Department of Education passed through the State of New Hampshire Department of Education:
Special Education Cluster

- 10-01 **Criteria:** OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments* states in Attachment B: *Selected Items of Cost*; Section 8: *Compensation for Personnel Services*; Subsection h: *Support of Salaries and Wages* that "where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employee worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee." The State of New Hampshire further requires that the certifications be signed by both the employee and the supervisor.

Condition: While performing compliance testing over payroll expenditures, it was noted that one employee's wages for the year were split between this Federal program and the General Fund based on a predetermined percentage rate. Timesheets were completed by this employee indicating total hours worked; however, did not differentiate the time been Federal and non-Federal as the employee works on a single cost objective.

Cause: The School District only believed that semi-annual certifications needed to be completed for employee's whose wages were solely charged to one Federal project.

Effect: The School District is not in compliance with allowable costs/cost principles requirements.

Recommendation: We recommend that employees who work on a single federal award or cost objective complete semi-annual certifications.

Management Response: We agree with this finding and recommendation. We will modify our practices to issue a semi-annual certification letter to any employee who is paid in any part by a federal award. If the employee is only partly funded by the federal award, the certification letter will state the allocation of the employee's time between the federal award and non-federal award time if they are assigned one position or cost objective. If the employee is not assigned to a single position or cost objective, the employee timecard will state the hours worked between the federal and non-federal positions. We will implement this procedure for all expenditures in the 2010 – 2011 school year and will re-issue all FY 2010 – 2011 letters.

Status: Corrective action has been taken.

- 10-02 **Criteria:** The State of New Hampshire, Department of Education (NH DOE) *Federal Funds Handbook* states that equipment is any tangible personal property having an acquisition cost of \$100 or more per unit and a useful life of more than one year. Any item meeting this criterion is required to be tagged with a NH DOE inventory sticker. It further states that individual property records must be accurately maintained for each item.

Condition: During our testing, we noted that all furniture items purchased through this program in the fiscal year that met the NH DOE criterion of equipment were not tagged with equipment inventory stickers nor included on an inventory listing.

Cause: The School District was not aware that furniture is considered to be equipment according to NH DOE standards.

Effect: The School District is not in compliance with equipment and real property management requirements.

Recommendation: We recommend that the School District ensure that all equipment items be tagged with a NH DOE Federal equipment sticker and be included on an inventory listing.

SCHEDULE I (continued)
LITCHFIELD SCHOOL DISTRICT
Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2011

Management Response: We agree with this finding. We have modified our standard practices to tag and inventory all items purchased with a federal award with a value of \$100 or more and an expected life of more than one year.

Status: Corrective action has been taken.

SCHEDULE II
LITCHFIELD SCHOOL DISTRICT
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2011

SECTION I - SUMMARY OF AUDITOR'S RESULTS

A. *Financial Statements*

1. The auditor's report expresses an unqualified opinion on the financial statements.
2. There were no material weaknesses identified relating to the internal control over financial reporting.
3. There were no significant deficiencies identified that were not considered material weaknesses relating to the internal control over financial reporting.
4. There were no instances of noncompliance material to the financial statements identified.

B. *Federal Awards*

1. There were no material weaknesses identified relating to the internal control over major programs.
2. There were no significant deficiencies identified that were not considered material weaknesses relating to the internal control over major programs.
3. The auditor's report on compliance for major programs expresses an unqualified opinion.
4. There are no audit findings required to be reported in accordance with section 510(a) of OMB Circular A-133.
5. The program tested as a major program is the Special Education Cluster.
6. The threshold for distinguishing between Types A and B programs was \$300,000.
7. The Litchfield School District was determined to be a low-risk auditee.

SECTION II - FINANCIAL STATEMENT FINDINGS

NONE

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

NONE

SCHEDULE III
LITCHFIELD SCHOOL DISTRICT
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2011

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. DEPARTMENT OF AGRICULTURE			
Passed Through the State of New Hampshire Department of Education			
CHILD NUTRITION CLUSTER			
School Breakfast Program	10.553	N/A	\$ 2,467
National School Lunch Program (note 3)	10.555	N/A	99,574
CLUSTER TOTAL			<u>102,041</u>
U.S. DEPARTMENT OF EDUCATION			
Passed Through the State of New Hampshire Department of Education			
TITLE I, PART A CLUSTER			
Title I Grants to Local Educational Agencies:			
Title I	84.010	00077	31,448
Title I - Part A	84.010	10079	39,572
Title I - SINI GMS	84.010	10241	10,032
Title I - SINI LMS	84.010	10242	14,470
Title I Grants to Local Educational Agencies, Recovery Act:			
Title I ARRA (FY 10)	84.389	N/A	1,200
Title I ARRA (FY 11)	84.389	N/A	23,789
CLUSTER TOTAL			<u>120,511</u>
SPECIAL EDUCATION CLUSTER			
Special Education - Grants to States	84.027	12584	289,929
Special Education - Preschool Grants	84.173	12584	10,875
Special Education - Grants to States, Recovery Act	84.391	N/A	139,542
Special Education - Preschool Grants, Recovery Act	84.392	N/A	4,434
CLUSTER TOTAL			<u>444,780</u>
Education Technology State Grants	84.318	04505	300
Improving Teacher Quality State Grants	84.367	14872	22,322
Education Jobs Fund	84.410	N/A	215,171
Total Expenditures of Federal Awards			<u>\$ 905,125</u>

The accompanying notes are an integral part of this schedule.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED
JUNE 30, 2011

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "schedule") includes the federal grant activity of the Litchfield School District under programs of the federal government for the year ended June 30, 2011. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the schedule presents only a selected portion of the operations of the Litchfield School District, it is not intended to and does not present the financial position, changes in net assets or cash flows of the Litchfield School District.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

Note 3. Food Donation

Nonmonetary assistance is reported in the schedule at the fair market value of the commodities on the date received.

Litchfield School District
Statement of Actual Expenditures for
Special Education Programs and Services

	2009 – 2010	2010 -- 2011
EXPENDITURES		
Instruction	\$ 2,664,673.80	\$ 2,525,157.33
Related Services	\$ 629,187.99	\$ 607,929.74
Administration	\$ 193,249.77	\$ 199,347.25
Legal	\$ 11,707.13	\$ 3,819.00
Transportation	\$ 187,929.61	\$ 218,701.98
Total Expenditures	\$ 3,686,748.30	\$ 3,554,955.30
REVENUES		
NH Catastrophic Aid	\$ 137,512.75	\$ 258,403.55
IDEA Grant	\$ 296,802.11	\$ 289,929.38
ARRA IDEA Grant	\$ 129,750.76	\$ 139,541.90
Preschool Grant	\$ 9,008.91	\$ 10,874.90
ARRA Preschool Grant	\$ 0	\$ 4,433.97
Medicaid	\$ 160,908.52	\$ 119,773.31
Tuition	\$ 12,125.19	\$ 16,565.00
Total Revenues	\$ 746,108.24	\$ 839,522.01

Department of Special Services
Student Census of Disabilities
December 2011

DISABILITIES	IN DISTRICT	OUT OF DISTRICT	TOTAL
Hearing Impaired, Speech/Language Impairment, Visual Impairment	36	1	37
Orthopedic Impairment, Other Health Impairment, Multiple Disabilities, Autism	28	1	29
Intellectual Disability, Developmental Delay	29	1	30
Learning Disabilities	44	1	45
Emotional Disturbance	2	3	5
TOTAL	139	7	146

SCHOOL BUDGET FORM

BUDGET FORM FOR SCHOOL DISTRICTS WHICH HAVE ADOPTED
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

OF: LITCHFIELD, NH

Appropriations and Estimates of Revenue for the Fiscal Year From July 1, 2012 to June 30, 2013

IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

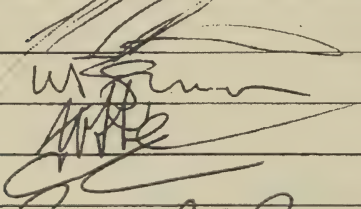
1. Use this form to list ALL APPROPRIATIONS in the appropriate recommended and not recommended area. This means the operating budget and all special and individual warrant articles must be posted.
2. Hold at least one public hearing on this budget.
3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the school clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

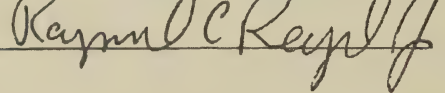
This form was posted with the warrant on (Date): January 30, 2012

BUDGET COMMITTEE

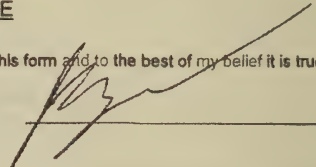
Please sign in ink.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.





Raymond C. Reynolds



THIS BUDGET SHALL BE POSTED WITH THE SCHOOL WARRANT

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

Budget - School District of Litchfield FY 2013

1	2	3	4	5	6	7	8	9
Acct. #	PURPOSE OF APPROPRIATIONS (RSA 32.3.V)	OP Bud. WARR. ART. #	Expenditures for Year 7/1/10 to 6/30/11	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing Fiscal Year (Recommended)	School Board's Appropriations Ensuing Fiscal Year (Not Recommended)	Budget Committee's Approp. Ensuing Fiscal Year (Recommended)	Budget Committee's Approp. Ensuing Fiscal Year (Not Recommended)
1100-1199	Regular Programs	1	7,711,185	8,050,284	8,051,374		8,041,453	9,921
1200-1299	Special Programs	1	2,170,520	2,119,912	2,531,034		2,378,035	152,999
1300-1399	Vocational Programs	1	29,056	27,040	27,040		27,040	0
1400-1499	Other Programs	1	411,245	433,987	520,901		454,921	65,980
1500-1599	Non-Public Programs	1	47,984	82,230	76,273		76,273	0
1600-1699	Adult/Continuing Ed. Programs	1	18,656	6,809	16,018		1	16,017
1700-1799	Community/Jr.College Ed. Programs							
1800-1899	Community Service Programs							
2000-2199	Student Support Services	1	1,419,875	1,408,748	1,520,208		1,516,208	4,001
2200-2299	Instructional Staff Services	1	508,199	488,588	640,354		571,450	68,904
2310 840	School Board Contingency							
2310-2319	Other School Board	1	99,953	104,271	105,266		105,266	0
2320-310	SAU Management Services							
2320-2399	All Other Administration	1	470,193	522,923	677,375		640,375	37,000
2400-2499	School Administration Service	1	1,202,100	1,161,379	1,168,292		1,167,091	1,201
2500-2599	Business	1	277,251	286,787	287,209		293,709	(6,500)
2600-2699	Operation & Maintenance of Plant	1	1,972,806	1,993,188	2,147,299		2,064,124	83,175
2700-2799	Student Transportation	1	741,667	786,780	832,820		787,820	45,000
2800-2999	Support Service Central & Other	1	574,301	400,579	549,289		440,655	108,634
3100	Food Service Operations							
3200	Enterprise Operations							

MS-27

Rev. 10/10

1	2	3	4	5	6	7	8	9
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3.V)	OP Bud WARR. ART.#	Expenditures for Year 7/1/10 to 6/30/11	Appropriations Current Year As Approved by DRA	School Board's Appropriations Ensuing Fiscal Year (Recommended)	School Board's Appropriations Ensuing Fiscal Year (Not Recommended)	Budget Committee's Approp. Ensuing Fiscal Year (Recommended)	Budget Committee's Approp. Ensuing Fiscal Year (Not Recommended)
FACILITIES ACQUISITION AND CONSTRUCTION								
4100	Site Acquisition							
4200	Site Improvement	1	37,599	3,838				
4300	Architectural/Engineering	1	18,150					
4400	Educational Specification Develop.							
4500	Building Acquisition/Construction							
4600	Building Improvement Services	1	190,548	116,234	175,765		175,765	0
4900	Other Facilities Acquisition and Construction Services							
OTHER OUTLAYS								
5110	Debt Service - Principal	1	800,000	800,000	800,000		800,000	0
5120	Debt Service - Interest	1	193,462	151,462	109,462		109,462	0
FUND TRANSFERS								
5220-5221	To Food Service	1	548,808	593,979	585,046		585,046	0
5222-5228	To Other Special Revenue	1	594,425	602,341	575,000		575,000	0
5230-5239	To Capital Projects							
5254	To Agency Funds							
5300-5399	Intergovernmental Agency Alloc.							
SUPPLEMENTAL								
DEFICIT								
	Operating Budget Total	1	20,038,083	20,141,139	21,396,026	0	20,809,694	586,332

1 2 3 4 5 6 7 8 9

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- 1) Negotiated cost items for labor agreements; 2) Leases; 3) Supplemental appropriations for the current year for which funding is already available; or 4) Deficit appropriations for the current year which must be funded through taxation.

MS-27
Rev. 10/10

Budget - School District of Litchfield FY 2013

1	2	3	4	5	6
Acct.#	SOURCE OF REVENUE	WARR. ART.#	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Est. Revenues
REVENUE FROM LOCAL SOURCES					
1300-1349	Tuition		15,000	15,000	15,000
1400-1449	Transportation Fees		8,000	8,000	8,000
1500-1599	Earnings on Investments		2,500	2,300	2,300
1600-1699	Food Service Sales		483,779	466,332	466,332
1700-1799	Student Activities		64,230	76,273	76,273
1800-1899	Community Services Activities			9,409	9,409
1900-1999	Other Local Sources		353,123	128,000	128,000
REVENUE FROM STATE SOURCES					
3210	School Building Aid		260,787	260,787	260,787
3220	Kindergarten Aid		93,411	94,875	94,875
3215	Kindergarten Building Aid		113,850		
3230	Catastrophic Aid		124,783	120,000	120,000
3240-3249	Vocational Aid		2,000	2,000	2,000
3250	Adult Education				
3260	Child Nutrition		5,950	6,679	6,679
3270	Driver Education				
3290-3299	Other State Sources				
REVENUE FROM FEDERAL SOURCES					
4100-4539	Federal Program Grants		312,341	285,000	285,000
4540	Vocational Education				
4550	Adult Education				
4560	Child Nutrition		104,250	111,735	111,735
4570	Disabilities Programs		290,000	290,000	290,000
4580	Medicaid Distribution		60,000	60,000	60,000
4590-4999	Other Federal Sources (except 4810)		171,742		
4810	Federal Forest Reserve				
OTHER FINANCING SOURCES					
5110-5139	Sale of Bonds or Notes				
5221	Transfer from Food Service-Spec.Rev.Fund				
5222	Transfer from Other Special Revenue Funds				
5230	Transfer from Capital Project Funds				
5251	Transfer from Capital Reserve Funds				

1	2	3	4	5	6
Acct.#	SOURCE OF REVENUE	WARR. ART.#	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Est. Revenues
OTHER FINANCING SOURCES (Cont.)					
5252	Transfer from Expendable Trust Funds				
5253	Transfer from Non-Expendable Trust Funds				
5300-5699	Other Financing Sources				
5140	This Section for Calculation of RAN's (Reimbursement Anticipation Notes) Per RSA 198:20-d for Catastrophic Aid Borrowing RAN, Revenue This FY _____ less RAN, Revenue Last FY _____ =NET RAN				
	Supplemental Appropriation (Contra)				
	Voted From Fund Balance				
	Fund Balance to Reduce Taxes		772,115	200,000	200,000
	Total Estimated Revenue & Credits		3,237,861	2,136,390	2,136,390

****BUDGET SUMMARY****

	Current Year Adopted Budget	School Board's Recommended Budget	Budget Committee's Recommended Budget
Operating Budget Appropriations Recommended (from page 3)	20,141,139	21,396,026	20,809,694
Special Warrant Articles Recommended (from page 4)	0.00	0.00	0.00
Individual Warrant Articles Recommended (from page 4)	0.00	66,050.00	6,415.00
TOTAL Appropriations Recommended	20,141,139	21,462,076	20,816,109
Less: Amount of Estimated Revenues & Credits (from above)	3,237,861	2,136,390	2,136,390
Less: Amount of State Education Tax/Grant	6,147,683	6,147,683	6,147,683
Estimated Amount of Local Taxes to be Raised For Education	10,755,595	13,178,003	12,532,036

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18: \$22,806,774
(See Supplemental Schedule With 10% Calculation)

BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE

(For Calculating 10% Maximum Increase)

(RSA 32:18, 19, & 32:21)

VERSION #1: Use if you have no Collective Bargaining Cost Items or RSA 32:21 Water Costs

LOCAL GOVERNMENTAL UNIT: Litchfield School District FISCAL YEAR END 6/30/2013

	RECOMMENDED AMOUNT
1. Total RECOMMENDED by Budget Comm. (See Posted Budget MS7, 27, or 37)	\$20,816,109
LESS EXCLUSIONS:	
2. Principal: Long-Term Bonds & Notes	(800,000)
3. Interest: Long-Term Bonds & Notes	(109,463)
4. Capital Outlays Funded From Long-Term Bonds & Notes per RSA 33:8 & 33:7-b.	0
5. Mandatory Assessments	0
6. Total exclusions (Sum of rows 2 - 5)	< 909,463 >
7. Amount recommended less recommended exclusion amounts (line 1 less line 6)	\$19,906,646
8. Line 7 times 10%	\$1,990,665
9. Maximum Allowable Appropriations (lines 1 + 8)	\$22,806,774

Line 8 is the maximum allowable increase to budget committee's recommended budget. Please enter this amount on the bottom of the posted budget form, MS7, 27, or 37.

Please attach a copy of this completed supplemental schedule to the back of the budget form.

DEFAULT BUDGET OF THE SCHOOL

OF: LITCHFIELD, NH

Fiscal Year From July 1, 1012 to June 30, 2013

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

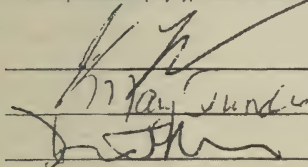
1. Use this form to list the default budget calculation in the appropriate columns.
2. Post this form or any amended version with proposed operating budget (MS-26 or MS-27) and the warrant.
3. Per RSA 40:13, XI, (a), the default budget shall be disclosed at the first budget hearing

SCHOOL BOARD

or

Budget Committee if RSA 40:14-b is adopted

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.



NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

MS-DS
Rev. 12/11

Default Budget - School District of Litchfield, NH FY 2013

1	2	3	4	5	6
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Prior Year Adopted Operating Budget	Reductions & Increases	Minus 1-Time Appropriations	DEFAULT BUDGET
INSTRUCTION					
1100-1199	Regular Programs	8,050,264	(94,026)	(1,466)	7,954,772
1200-1299	Special Programs	2,119,912	418,285	(451)	2,537,746
1300-1399	Vocational Programs	27,040			27,040
1400-1499	Other Programs	433,987	73,587		507,574
1500-1599	Non-Public Programs	82,230	(5,957)		76,273
1600-1699	Adult/Continuing Ed. Programs	6,609	9,409		16,018
1700-1799	Community/Jr.College Ed. Programs				0
1800-1899	Community Service Programs				0
SUPPORT SERVICES (2000-2999)					
2000-2199	Student Support Services	1,408,748	61,661	(474)	1,469,935
2200-2299	Instructional Staff Services	488,588	40,976	(288)	529,276
GENERAL ADMINISTRATION					
2310 840	School Board Contingency				
2310-2319	Other School Board	104,271	4,164		108,435
EXECUTIVE ADMINISTRATION					
2320-310	SAU Management Services				
2320-2399	All Other Administration	522,923	149,841		672,764
2400-2499	School Administration Service	1,161,379	18,415		1,179,794
2500-2599	Business	286,787	4,258	(1,200)	289,845
2600-2699	Operation & Maintenance of Plant	1,993,188	(7,887)	(28,581)	1,956,720
2700-2799	Student Transportation	786,780	46,040		832,820
2800-2899	Support Service Central & Other	400,579	138,098		538,677
NON-INSTRUCTIONAL SERVICES					
3100	Food Service Operations				
3200	Enterprise Operations				
FACILITIES ACQUISITION AND CONSTRUCTION					
4100	Site Acquisition				
4200	Site Improvement	3,838		(3,838)	0
4300	Architectural/Engineering				
4400	Educational Specification Develop.				
4500	Building Acquisition/Construction				
4600	Building Improvement Services	116,234	48,970		165,204
4900	Other Facilities Acquisition and Construction Services				

MS-DS
Rev. 10/10

Default Budget - School District of Litchfield, NH FY 2013

1	2	3	4	5	6
Acct#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Prior Year Adopted Operating Budget	Reductions & Increases	Minus 1-Time Appropriations	DEFAULT BUDGET
OTHER OUTLAYS (5000-5999)					
5110	Debt Service - Principal	800,000			800,000
5120	Debt Service - Interest	151,462	(42,000)		109,462
FUND TRANSFERS					
5220-5221	To Food Service	593,979	(8,933)		585,046
5222-5229	To Other Special Revenue	602,341	(27,341)		575,000
5230-5239	To Capital Projects				
5254	To Agency Funds				
5300-5399	Intergovernmental Agency Alloc.				
	SUPPLEMENTAL				
	DEFICIT				
	TOTAL	20,141,139	827,560	(36,298)	20,932,401

Please use the box below to explain Increases or reductions in columns 4 & 5.

Acct #	Explanation for Increases	Acct #	Explanation for Reductions
1100-1199	Full-year cost of position added at special meeting. Scheduled salary increases and contracted severance payments. Increased benefit costs. Copier leases.	1100-1199	Reduction in staff. New furniture & equipment.
1200-1299	Full-year costs of positions added at special meeting. Scheduled salary increases. Increased benefit costs. IEP required increases in SPED staff.	1200-1299	New furniture & equipment.
1400-1499	Contracted salary and increased benefit costs.	1500-1599	Decrease in self-funded programs.
1600-1699	Adult education non-district funded program expenses not added at special meeting (costs are offset by revenues).	2000-2199	Decreased alternate education tuition costs. New furniture.
2000-2199	Scheduled salary increases. Increased benefit costs. Additional part-time SPED speech pathologist required by IEP's. Increased 504 student costs.	2200-2299	Staff turnover savings. New equipment.
2200-2299	Scheduled salary increases. Increased benefit costs. Computer lease purchase payments. Scheduled technology plan expenditures.	2600-2699	Reduction in insurance and building repairs.
2310-2319	Increase in audit services	4200	One-time repairs
2320-2399	Scheduled salary increases. Contracted separation payments. Increased benefit costs.	5120	Reduction in bond interest.
2400-2499	Full-year cost of positions added at special meeting. Scheduled salary increases. Increased benefit costs.	5220-5221	Reduction costs due to fewer students.
2500-2599	GASB required actuarial consultant costs.	5222-5229	Reduction in federal ARRA grants
2600-2699	Increased energy costs.		
2700-2799	Increase in contracted prices.		
2800-2899	Increase in unemployment and benefit costs. Scheduled technology plan expenditures.		
4600	Purchase of two-classroom kindergarten portable using impact fee monies.		

MS-DS
Rev. 10/10

Office of the Superintendent of Schools

1 Highlander Court
Litchfield, NH 03052
578-3570

Elaine F. Cutler, Ed. D, Superintendent
Stephen Martin, Business Administrator
Julie Heon, Director Curriculum and Instruction
Deb Mahoney, Director Human Resources
Ronda Gregg, Director Special Services
Kyle Hancock, Director of Technology
Hilda Lawrence, Director Food Service

Griffin Memorial School

229 Charles Bancroft Highway
Litchfield, NH 03052
424-5931
Martin Schlichter, Principal
Carol Mace, Assistant Principal

Litchfield Middle School

19 McElwain Drive
Litchfield, NH 03052
424-2133
Tom Lecklider, Principal
Kerry Finnegan, Assistant Principal

Campbell High School

1 Highlander Court
Litchfield, NH 03052
546-0300
Robert Manseau, Principal
Laurie Rothhaus, Assistant Principal

EMERGENCY TELEPHONE NUMBERS

Ambulance.....	911
Fire.....	911
Police.....	911

BUSINESS TELEPHONE NUMBERS

Animal Control.....	424-4047
Building Inspector.....	424-4592
Planning Board.....	424-2131
Police Chief.....	424-4047
Public Library.....	424-4044
Selectmen.....	424-4046
Town Clerk & Tax Collector.....	424-4045
Fire-Non Emergency.....	424-8071

-OFFICE HOURS-

Selectmen's Office.....	Town Hall
Monday-Friday 8:00a.m.- 4:00p.m.	
Town Clerk & Tax Collector.....	Town Hall
Monday 10:00a.m.- 6:00p.m.	
Tuesday-Friday 7:30a.m.- 3:00p.m.	
Building Department.....	Town Hall
Monday-Friday 8:00a.m.- 4:00p.m.	

Public Library.....

Monday-Closed; Tuesday, Wednesday, Thursday-10:00a.m. to 8:00p.m.

Friday-10:00a.m. to 6:00p.m.; Saturday-9:00a.m. to 12:00p.m.

No Saturday hours during the months of July & August

Closed Holidays

Solid Waste Facility Hours.....

Sunday-9:00a.m. to Noon-Brush & Landfill Only

Wednesday-3:00p.m. to 7:00p.m.; Thursday-7:00a.m. to Noon

Saturday-7:00a.m. to 4:00p.m.; Friday-4:00p.m. to 8:00p.m.

<http://www.litchfield-nh.gov/>

SCHOOLS

Campbell High School
1 Highlander Court
(603) 546-0300
Robert Manseau, Principal

Litchfield Middle School
9 McElwain Drive
(603) 424-2133
Tom Lecklider, Principal

Griffin Memorial School
229 Charles Bancroft Hwy
(603) 424-5931
Martin Schlichter, Principal

SAU 27 (603) 578-3570

<http://www.litchfieldsd.org/>